COLD MOON 1

ONLINE DATA MANAGER

Version 1.5A

User Manual

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COLD MOON 1 Overview

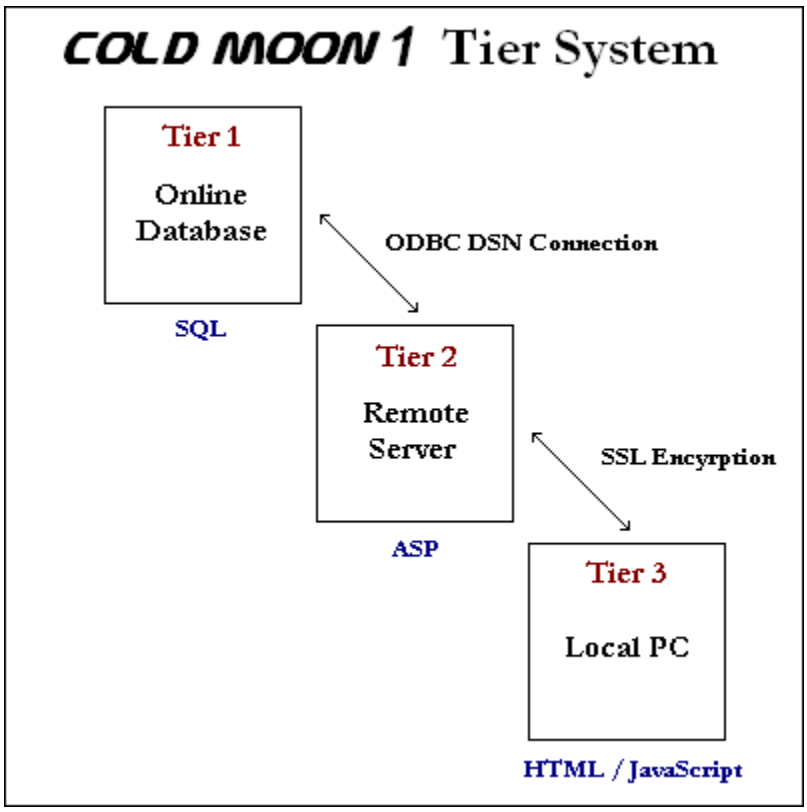
Introduction

COLD MOON 1 (CM1) is a data management software package. Each system is a separate customized website. All are unique but work in similar ways.

There are many functions and facets to CM1. Unfortunately, this manual does not cover all of them by any means, nor does it address any of the specifics to using custom-built applications. This document is only intended to cover the basic and common aspects of CM1. Please consult with your system administrator to learn about the detailed ins-and-outs of your company's custom software and database.

System Architecture

CM1 systems consist of three "tiers". "Tier 1" is an online database. "Tier 2" is a "remote middleman" which performs complex processing tasks. "Tier 3" is graphical interface that operates within a web browser on a user's local PC.



COLD MOON 1 Overview

System Requirements

COLD MOON 1 systems have minimal requirements. You must use a recent version of Microsoft Windows (XP, Vista, Windows 7, or Windows Mobile 6.5) and you must access the system using Internet Explorer (versions 7 or 8 on PCs, or version 6 on Mobile Devices). Hardware requirements are equal to those listed for Windows.

Windows XP Hardware Requirements: http://support.microsoft.com/kb/314865

Windows Vista Hardware Requirements:
http://www.microsoft.com/windows/windows-vista/get/system-requirements.aspx

Windows 7 Hardware Requirements:
http://windows.microsoft.com/systemrequirements

Windows Mobile 6.5 Phones:
http://www.microsoft.com/windowsmobile/en-us/devices/devices.mspx

Essential Terminology

Database: A database is a computer system designed for storing and retrieving information over an on-going, long-term basis. A database is akin to a filing cabinet. Unlike your traditional filling cabinet, however, it can fetch or file records at your command, it can perform calculations, and more…

Table: Tables are the primary divisions within a database. They are akin to folders within a filing cabinet. Tables break the data into distinct information groups. One table may contain information on a company's employees, while another table contains customer data, and another inventory data.

Record / Row: Tables contain sets of information called records. Records are akin to paper forms found within folders within filing cabinets. They are the basic unit by which data is filed. When a table is displayed in two dimensions (like a spreadsheet), records are displayed in "rows". As such, records are often referred to as rows in these situations.

Field / Column: Records are divided into fields. Fields are akin to the designated spaces to be filled in on paper forms. When a table is displayed in two dimensions, fields run down the screen in "columns" and are thus often referred to as such.

Query: To "query" a database is to request information from one or more tables, often based on a set of specific search criteria. The word may also be used as a noun referring to the request itself.

Module: CM1 applications are called "modules". Each module acts as an interface to a collection of tables on the system's database. Individual users have access to only the modules which they require.

COLD MOON 1 Getting Started

Video Links

If you have never used a Cold Moon system, the quickest and easiest way to get started will be to watch our brief demonstration videos. The two videos listed below show you the most important fundamentals. If you click on either of the links, however, you will have the option to watch all of the currently posted demos. Please refer to this document for more extensive details after watching the videos.

http://www.ColdMoonSoftware.com/CM1IntroVideo.html

http://www. ColdMoonSoftware.com/CM1BasicsVideo.html

Logging In

The following screenshot shows a CM1 "Log In Screen". This is the first page displayed to users when they visit their respective organization's web site. If you do not yet have the URL to this site, you will need to ask your system administrator or another user.

COLD MOON 1 Getting Started

Enter Your User Name & Password

To log in to the system, first enter your user name and password. Please note that the password is case-sensitive, but the user name is not. If you do not have a user name or password, or would like to change either of these identity keys, contact your system administrator or another user with access to the "Security Manager".

Request Log In

After entering your user name and password, click on the "Log In" button. If your identity is valid, you will be granted a "Session" and given access to the system. If you are not able to log in, please contact your system administrator. Usually, any reason for denial to the system will be clearly stated.

COLD MOON 1 Getting Started

Viewing The "Home" Module

When you have logged in successfully, the "Home" module will be displayed in the "Workspace Frame" as shown in the screenshot below. This page displays either a Cold Moon logo, or a custom company logo, the User Name used to log in and a "Session Id" used track your interactions with the system. A link to the User Manual (i.e. this document) is also included for easy reference. This module is always available by clicking on "Home" in the "Module Menu".

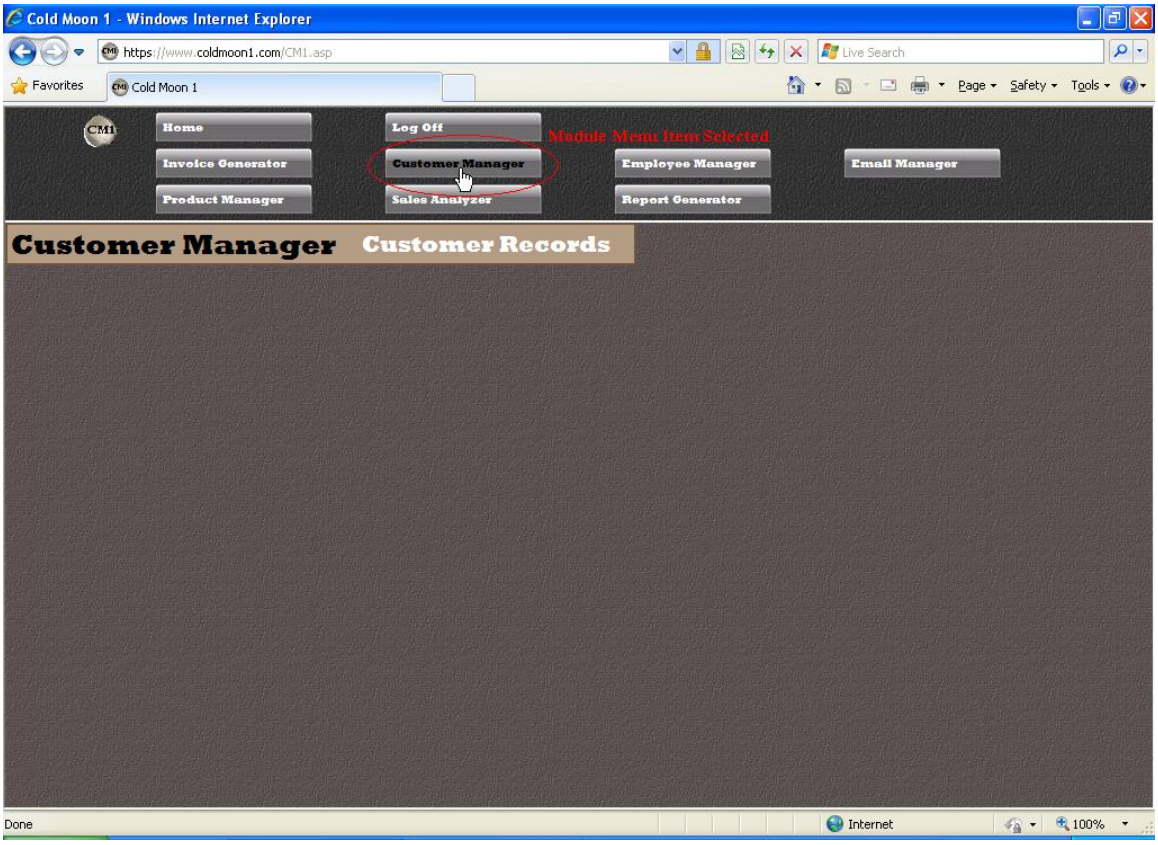
Logging Off

It is very easy to close a CM1 session. To do so at any time, click on "Log Off" in the "Module Menu". This will return you to the "Log In Screen" (refer to **Logging In**).

COLD MOON 1 Getting Started

Opening Modules

The "Module Menu" is in a frame located at the top of the browser window. It provides access to only the modules which the current user has been granted permission to use. In addition, it contains the "Home" and "Log Off" buttons (refer to **Viewing The "Home" Module** or **Logging Off**). To open a module (aka CM1 application), click on its corresponding button in the "Module Menu" as shown in the example below.

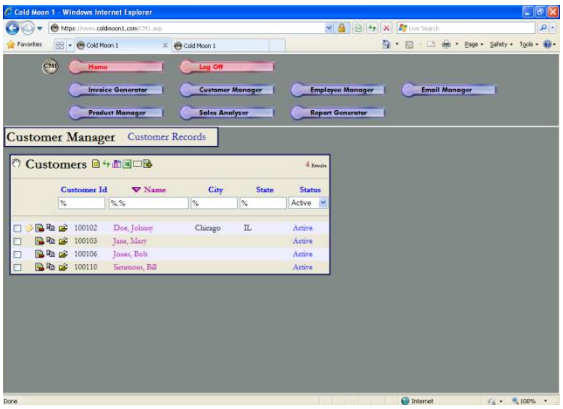


COLD MOON 1 Getting Started

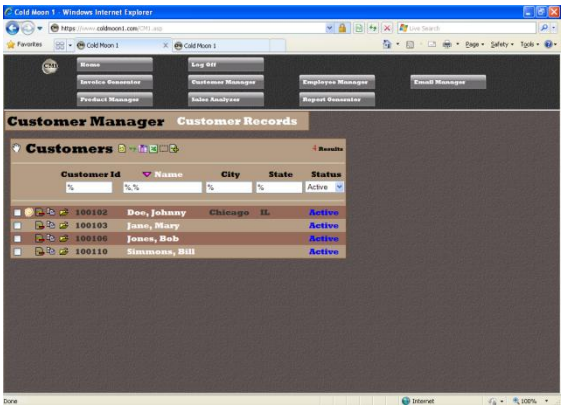
System Themes

CM1 can take on many different appearances by simply changing its "System Theme". This term is synonymous with what some other programs call "Skins". It is common for a company to request a custom theme be created for their unique system. Generally, only users with special privileges can change or define themes, as this will affect all the users of the system. Throughout this document, you may find screenshots where different System Themes are in use. Hopefully, having read this section, you will not be confused by such visual discrepancies. Below is a small collection of screenshots showing examples of various System Themes.

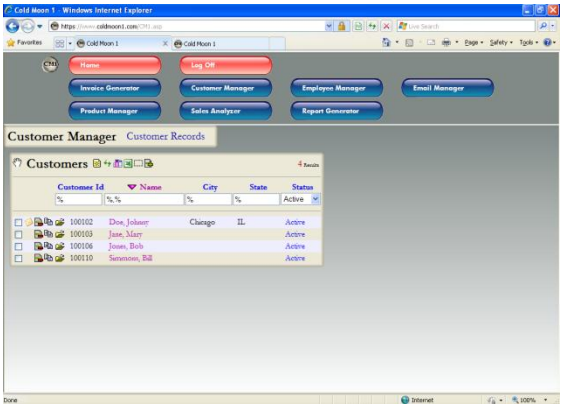
"Basic"



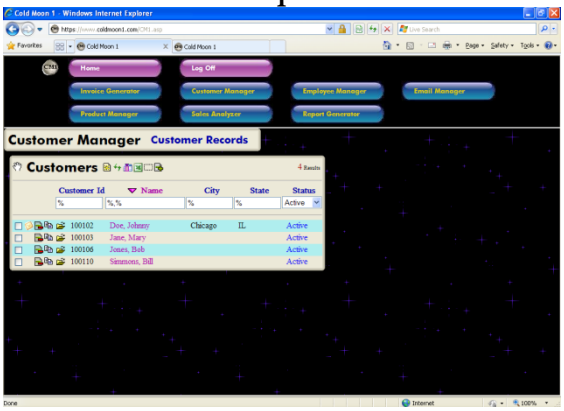
"Dash Board"



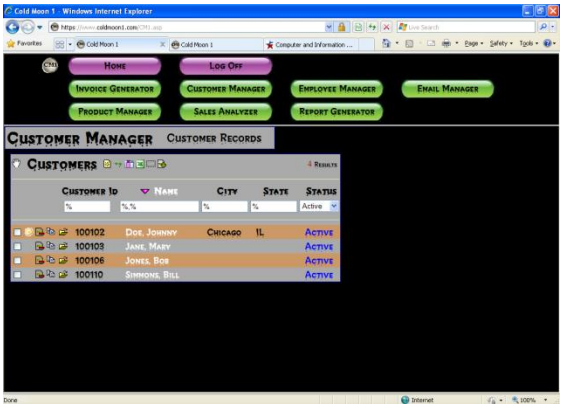
"1.2 Default"



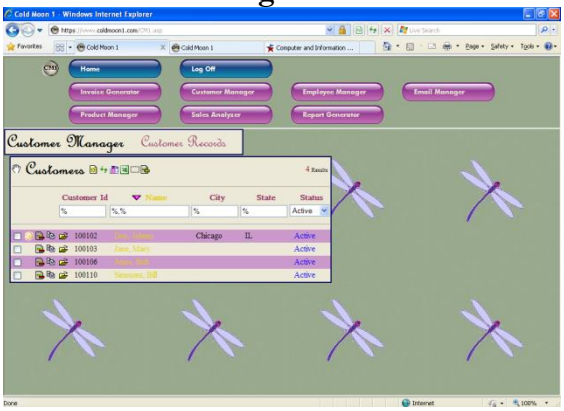
"In Space 1"



"Halloween"



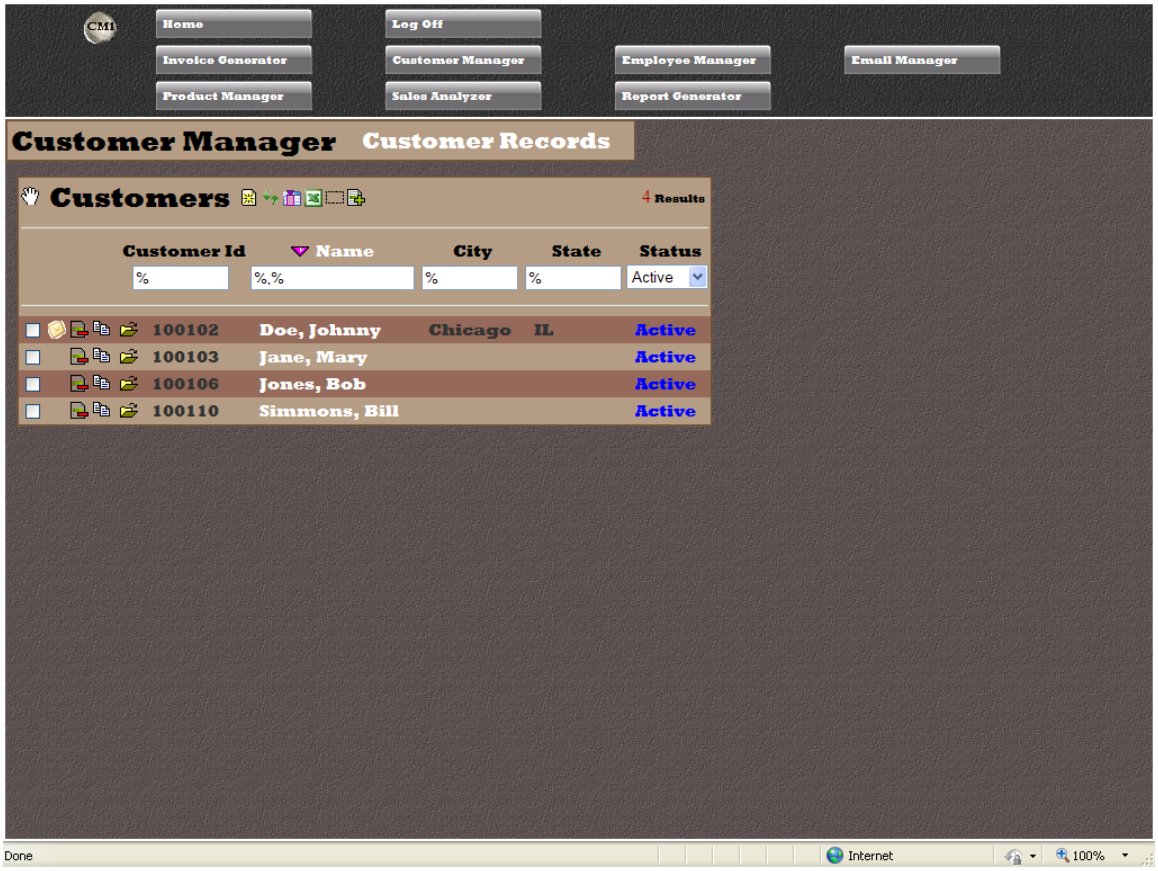
"Dragon Flies"



COLD MOON 1 Getting Started

Full Screen Mode

Press **F11** on your keyboard at any time to toggle (switch on/off) "Full Screen Mode". This enlarges the viewing area of the CM1 system by hiding nearly everything else on the screen. Note that the image below shows the entire screen - not just the contents of the browser window.



COLD MOON 1 Getting Started

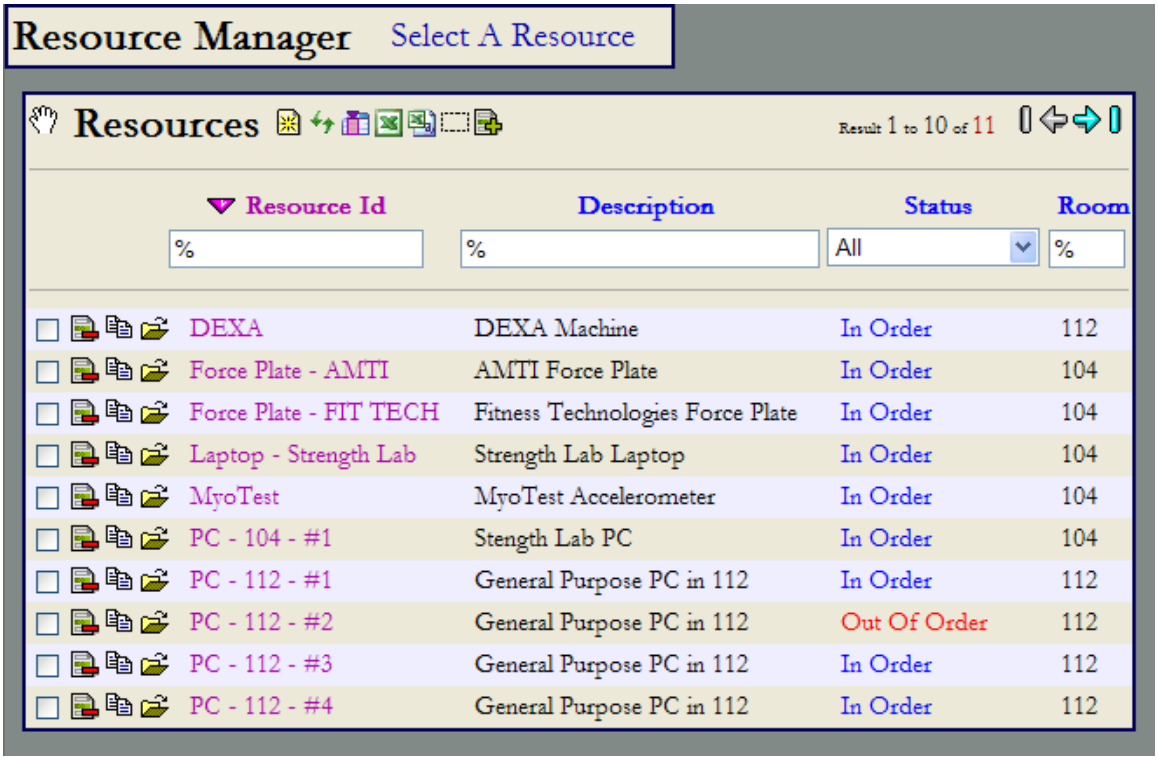
Resizing The Workspace Frame

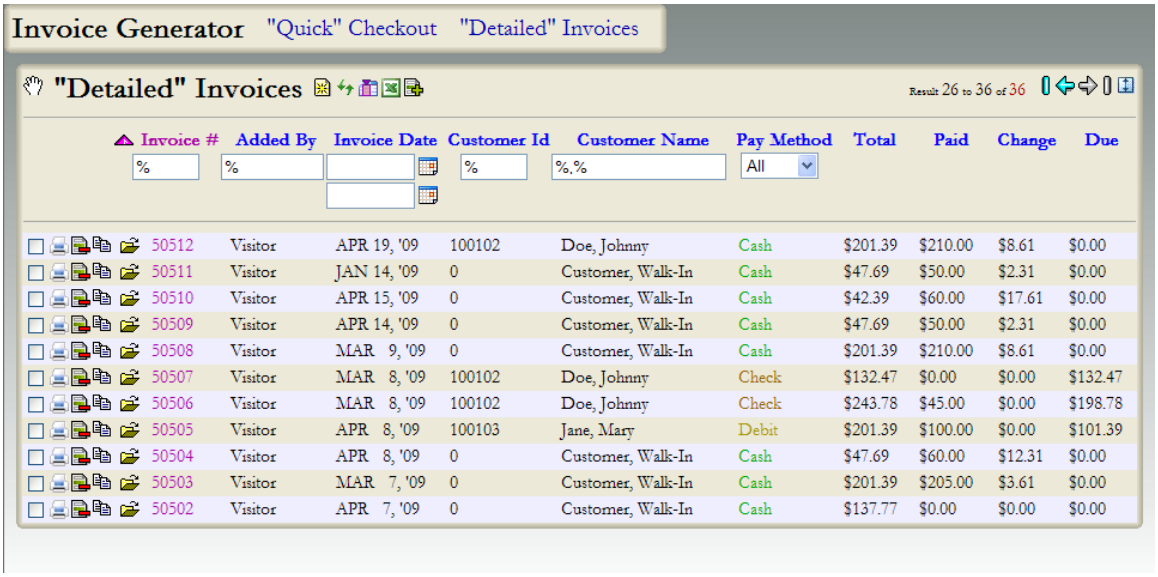
It is possible to gain even more "functional space" for a module by resizing the frames within your browser. To do this, move the cursor over the bar separating the "Module Menu" from the "Workspace Frame". The cursor will turn into two black arrows pointing up and down. When these arrows are visible, click and hold down the left mouse button. Move the cursor up and down to resize the frames. In this way, items from the "Module Menu" can be temporarily hidden or revealed.

COLD MOON 1 Tables

Table Windows At A Glance

Most modules have a collection of "Table Windows". A Table Window contains the real-time query results of a table on the database. This interface can be use to find and open specific records, view these records in different formats, or edit the contents in various ways. The following screenshots show some examples.

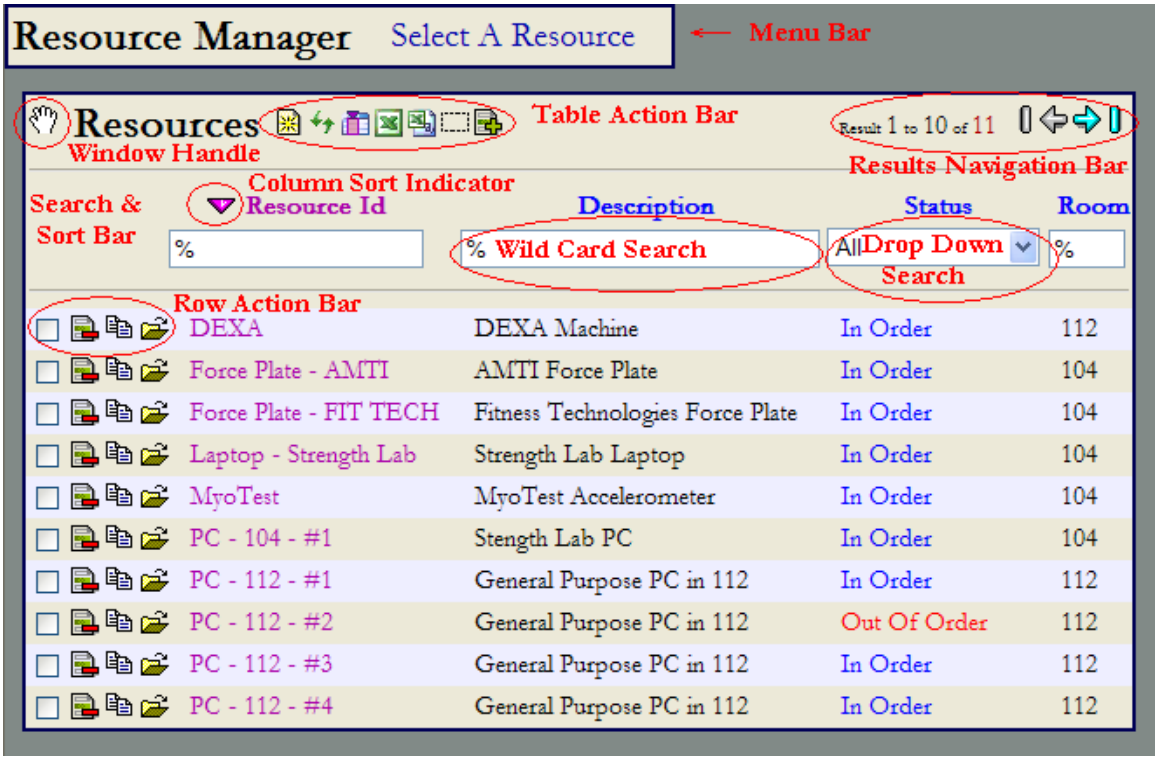



Invoice Generator
"Quick" Checkout
"Detailed" Invoices
"Detailed" Invoices
Result 26 to 36 of 36
Invoice #
Added By
Invoice Date
Customer Id
Customer Name
Pay Method
Total
Paid
Change
Due
50512 Visitor APR 19, '09 100102 Doe, Johnny Cash $201.39 $210.00 $8.61 $0.00
50511 Visitor JAN 14, '09 0 Customer, Walk-In Cash $47.69 $50.00 $2.31 $0.00
50510 Visitor APR 15, '09 0 Customer, Walk-In Cash $42.39 $60.00 $17.61 $0.00
50509 Visitor APR 14, '09 0 Customer, Walk-In Cash $47.69 $50.00 $2.31 $0.00
50508 Visitor MAR 9, '09 0 Customer, Walk-In Cash $201.39 $210.00 $8.61 $0.00
50507 Visitor MAR 8, '09 100102 Doe, Johnny Check $132.47 $0.00 $0.00 $132.47
50506 Visitor MAR 8, '09 100102 Doe, Johnny Check $243.78 $45.00 $0.00 $198.78
50505 Visitor APR 8, '09 100103 Jane, Mary Debit $201.39 $100.00 $0.00 $101.39
50504 Visitor APR 8, '09 0 Customer, Walk-In Cash $47.69 $60.00 $12.31 $0.00
50503 Visitor MAR 7, '09 0 Customer, Walk-In Cash $201.39 $205.00 $3.61 $0.00
50502 Visitor APR 7, '09 0 Customer, Walk-In Cash $137.77 $0.00 $0.00 $0.00

COLD MOON 1 Tables

Menu Bars

Menu Bars are the "main menu" within a module. Generally, each item in a Menu Bar opens a different Table Window for querying and/or editing a table on the database. Occasionally, Menu Bar items may also open **Record Windows**.


Resource Manager
Select A Resource
Menu Bar
Resources
Window Handle
Table Action Bar
Result 1 to 10 of 11
Results Navigation Bar
Column Sort Indicator
Search & Sort Bar
Resource Id
Description
Status
Room
% Wild Card Search
All
Drop Down Search
Row Action Bar
DEXA | DEXA Machine | In Order | 112
Force Plate - AMTI | AMTI Force Plate | In Order | 104
Force Plate - FIT TECH | Fitness Technologies Force Plate | In Order | 104
Laptop - Strength Lab | Strength Lab Laptop | In Order | 104
MyoTest | MyoTest Accelerometer | In Order | 104
PC - 104 - #1 | Stength Lab PC | In Order | 104
PC - 112 - #1 | General Purpose PC in 112 | In Order | 112
PC - 112 - #2 | General Purpose PC in 112 | Out Of Order | 112
PC - 112 - #3 | General Purpose PC in 112 | In Order | 112
PC - 112 - #4 | General Purpose PC in 112 | In Order | 112

Window Handles

There may be times when multiple windows are displayed on the screen and it is advantageous for these to be repositioned or restacked. In CM1, "Window Handles" are used for this purpose.

Grab / Drop – Click on this once to "grab" a window. The icon will then turn into the "drag image" and the window will become the "top layer" on the screen other than those which are "always on top windows".

Drag – When the drag image is visible, moving the cursor around the screen will move the corresponding window. Click once more to "drop" the window in its new location.

COLD MOON 1 Tables

Table Action Bars

"Table Action Bars" contain a set of buttons that can vary from table to table and user to user. These include both query i/o and edit controls for the table.

Standard Buttons

New Search – This button resets all search criteria to default values and refreshes the table query results (aka the "Search").

Refresh Search – This button refreshes the query results with real-time data. This must be clicked after specifying any new criteria in **Search Controls** to apply the changes to the query.

Tabular Output – Clicking this causes the query results to be displayed in the "standard" tabular format.

Excel Output – This button sends the query results to an Excel spreadsheet (refer to **Excel Output**).

Group Operations – This button toggles the visibility of **Group Operations** Windows, which allows for multi-record deletions and data editing.

Add – This button opens an **Add Record Window**, allowing the user to insert new records into the table.

Additional Buttons

Return – This button returns the user to a source **Record Link**.

Advanced Search – This button toggles the visibility of **Advanced Search** Windows where they have been made available for certain tables. This allows the user to specify much more comprehensive search criteria, and to save "search definitions" for later use.

Excel Input – This button allows table editing using Excel spreadsheets. This option is only accessible to users with special permissions because data validity checks are bypassed.

Calendar Output – This button displays the query results in an interactive calendar (refer to **Calendar Output**). This is only available on some special tables.

Show/Hide Extended Date/Time Columns – This button toggles the availability of a set of "extended columns". This is only available on some special tables. (Refer to "Day of Week Search" controls in the **Search Controls** section.)

COLD MOON 1 Tables

Row Action Bars

"Row Action Bars" contain buttons which effect individual records.

Standard Buttons

Select – This checkbox, found at the far left of the Row Action Bar, allows rows to be individually selected or deselected. This can be used for simple marking purposes or applied in conjunction with **Group Operations**.

Copy – Click this to make a "copy" of a record. This will open an **Add Record Window** and automatically fill in all the field values with those from the source record.

Delete – Click this to delete a record. You will be prompted for confirmation.

Open – Use this to open a record. This will display an **Open Record Window**. Typically, this will reveal more fields than are shown in the table window, and will allow their values to be edited if the user has permission to do so.

Additional Buttons

Send Mail – This button opens a **Basic Email** Window or sends mail via a sophisticated "**Mailing Tree**". This is only available on some special tables.

Open In Print Format – This button is used to generate reports, tickets, or other forms associated with a record in a format designed for printing. This is only available on some special tables.

Open In Excel Format – This button is used to generate reports, tickets, or other forms associated with a record in an Excel spreadsheet format. This is only available on some special tables.

COLD MOON 1 Tables

Results Navigation Bars

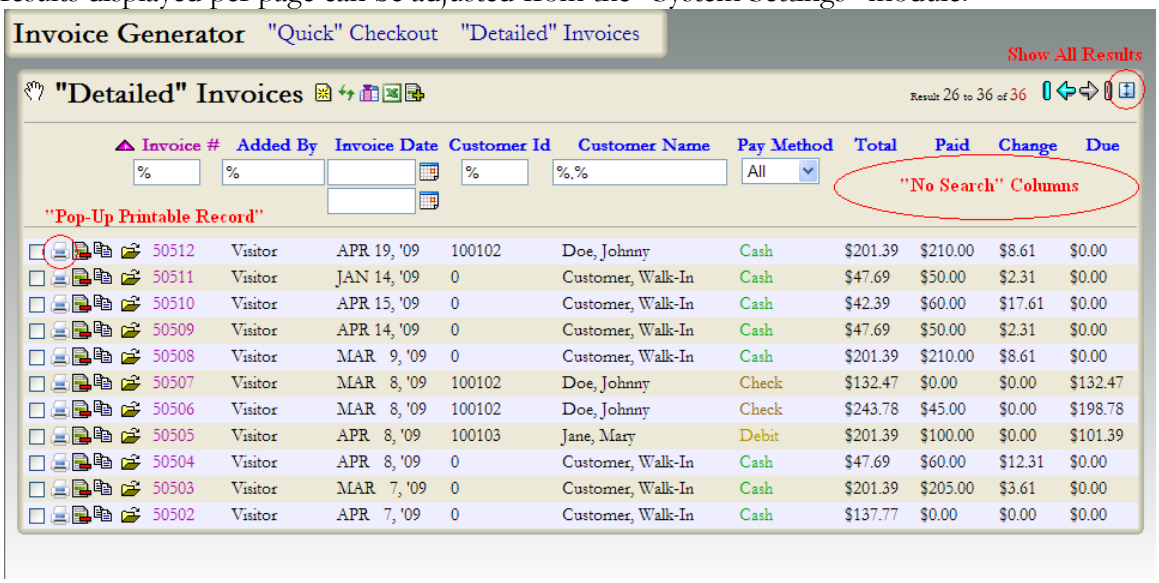
"Results Navigation Bars" display how many records are found in the search, and allow the user to either "page" through the results or to view them all at once.

Results Mode Buttons

Show All Results – Click this to display all the search results at once.

Vs.

Paginate Results – In "All Results Mode", this button appears in place of the "Show All Results" button. Click this to toggle back to the default "Paginated Results Mode", i.e. to break the results down into separate "pages". The number of results displayed per page can be adjusted from the "System Settings" module.



Invoice #	Added By	Invoice Date	Customer Id	Customer Name	Pay Method	Total	Paid	Change	Due
50512	Visitor	APR 19, '09	100102	Doe, Johnny	Cash	$201.39	$210.00	$8.61	$0.00
50511	Visitor	JAN 14, '09	0	Customer, Walk-In	Cash	$47.69	$50.00	$2.31	$0.00
50510	Visitor	APR 15, '09	0	Customer, Walk-In	Cash	$42.39	$60.00	$17.61	$0.00
50509	Visitor	APR 14, '09	0	Customer, Walk-In	Cash	$47.69	$50.00	$2.31	$0.00
50508	Visitor	MAR 9, '09	0	Customer, Walk-In	Cash	$201.39	$210.00	$8.61	$0.00
50507	Visitor	MAR 8, '09	100102	Doe, Johnny	Check	$132.47	$0.00	$0.00	$132.47
50506	Visitor	MAR 8, '09	100102	Doe, Johnny	Check	$243.78	$45.00	$0.00	$198.78
50505	Visitor	APR 8, '09	100103	Jane, Mary	Debit	$201.39	$100.00	$0.00	$101.39
50504	Visitor	APR 8, '09	0	Customer, Walk-In	Cash	$47.69	$60.00	$12.31	$0.00
50503	Visitor	MAR 7, '09	0	Customer, Walk-In	Cash	$201.39	$205.00	$3.61	$0.00
50502	Visitor	APR 7, '09	0	Customer, Walk-In	Cash	$137.77	$0.00	$0.00	$0.00

Page Navigation Buttons

These buttons are only available in "Paginated Results Mode". After pressing the "Show All Results" button, or in the alternate output formats, they are not available since results are not being broken into "pages". These buttons will also not appear if there are too few results to paginate.

Next Results – Click this to view the next set of query results. Typically, the data is grouped into pages with 10 to 25 rows shown at a time.

Previous Results – Click this to view the previous set of query results.

Last Results – (Found to the right of the "Next Results" button.) This "skips" to the last set of query results.

First Results – (Found to the left of the "Previous Results" button.) This "skips" back to the beginning of the query results.

COLD MOON 1 Tables

Sort Controls

Rows in a Table Window are always sorted by a specific column. This column is colored differently from the rest and has a "Sort Indicator Icon" next to its title. In the example shown, the color purple indicates the sort column, but this color can vary between systems. To sort by a different column, click on the column title or the sort indicator next to it. To reverse the sort direction, click again. The sort indicator will "flip over" to indicate the direction. Note: Often selecting a given column to sort by will produce an "Implicit Multi-Column Sort", meaning that multiple columns are actually used in the sort method instead of just the one. These columns, and their precedence, are system defined.

Sort Indicator – Ascending Order (Least To Greatest)

Sort Indicator – Descending Order (Greatest To Least)

Search Controls

It is usually much faster and easier for a user to find a specific record, or group of records, by entering search criteria rather than simply browsing. The following is a list of the different types of search input controls. After specifying new criteria with any of these controls, the "Refresh Button" must be pressed to apply the changes to the query (refer to **Table Action Bars**).

Exact Value Search

"Exact Value Search" controls are the most primitive in this list. They allow the user to specify literal values which the corresponding column values must be exactly equal to. These controls are distinguishable from Wild Card Search and Name Search controls by the fact that no percent sign (%) appears in the edit box by default.

An "empty search value" denotes a lack of criteria for this column. Without criteria, no records will be filtered out of the search results based on the value of this field.

These controls also accept lists of values rather than only one. To specify such a list, simply separate your search values with commas (,) such as "A,B,C".

COLD MOON 1 Tables

Wild Card Search

"Wild Card Search" controls are the most common and the most powerful search controls available. They allow the user to specify values which the corresponding columns must be similar to. They are distinguishable from Exact Value Search and Name Search controls by the fact that one percent sign (%) appears in the edit box by default.

The percent sign (%) is a CM1 "wild card" which represents any value and any number of values including "none". Wild cards may be placed anywhere in the criteria and in any combination with each other or literal values. Also, Wild Card Search controls always perform case insensitive searches.

Underscores (_) are a less used wild card which represent exactly one unspecified character and do not allow for zero character substitutions.

The dash (-) wild card represents "none", i.e. the absence of any value existing in a given field. This is useful for locating records that have not had a value input into the corresponding column.

An "empty search value" will be automatically replaced with a percent sign (%) wild card which denotes a lack of criteria for this column. Note that an "empty search value" is not treated as a dash wild card or "none" value search. Without any criteria, no records will be filtered out based on the value of this field.

To better understand how wild cards are used, please refer to these examples:

% = Any & All Values

A% = All Values That Begin With An "A"
%A = All Values That End With An "A"
%A% = All Values That Contain An "A"

S%h = All Values That Begin With "S" And End With "h"

Sm_th = All Values That Begin With "Sm", Followed By Exactly 1 character, And End With "th"

\- = "None" (No Value Present)

These controls also accept lists of values rather than only one. Literal lists maybe input like with Exact Value Search controls by separating the values with commas (,) such as "A,B,C". In addition, lists may also include wild cards, but "mixed lists" cannot be input. If a list contains a wild card, all of it is matched with "like" values. If a list does not contain a wild card, all of it is matched with exact values.

COLD MOON 1 Tables

Name Search

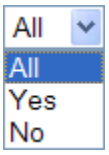
"Name Search" controls allow the user to search last name/ first name combo columns. They are distinguishable from Exact Value Search and Wild Card Search controls by the fact that dual percent signs (%, %) appears in the edit box by default.

These controls accept two search values at once. Names are listed as "last name, first name" like "Smith, John". Wild cards may be used for searching on either side of the comma such as "S%, John" or "Smith, J%". Alternately, if the comma is omitted such as simply "Smith" or "S%", search criteria will only be applied to the last name.

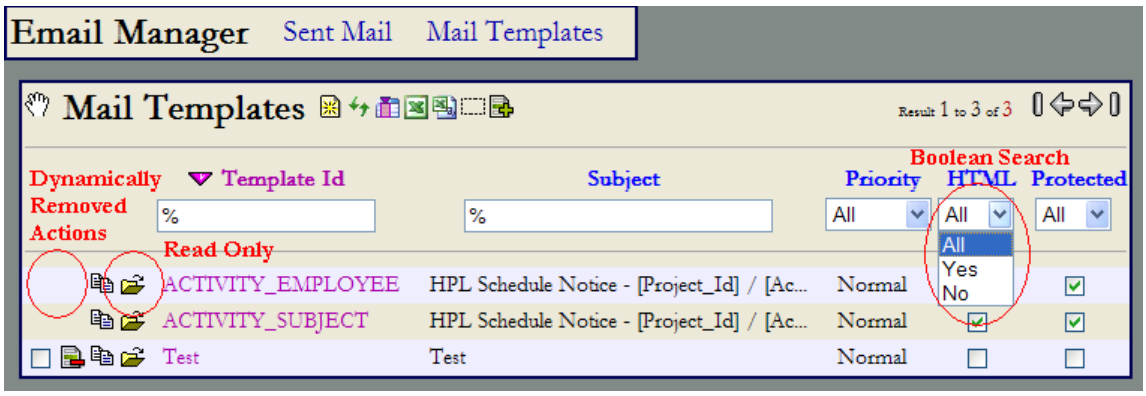
An "empty search value" will be automatically replaced with a dual percent sign (%,%) wild card which denotes a lack of criteria for this column.

Unlike Exact Value Search and Wild Card Search controls, these controls do not accept lists of values.

Boolean Search

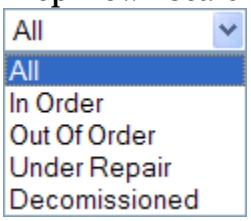


"Boolean Search" controls are simple drop down lists that always contain the values "Yes" and "No" and usually contain the value "All". They allow the user to quickly specify that a record must contain a Boolean (aka Checkbox) Input Field that is switched "on or off". The "All" value denotes a lack of criteria for this column, meaning no filter is applied on this column.



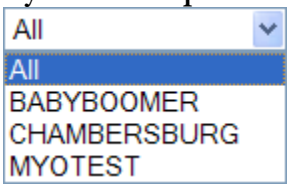
COLD MOON 1 Tables

Drop Down Search

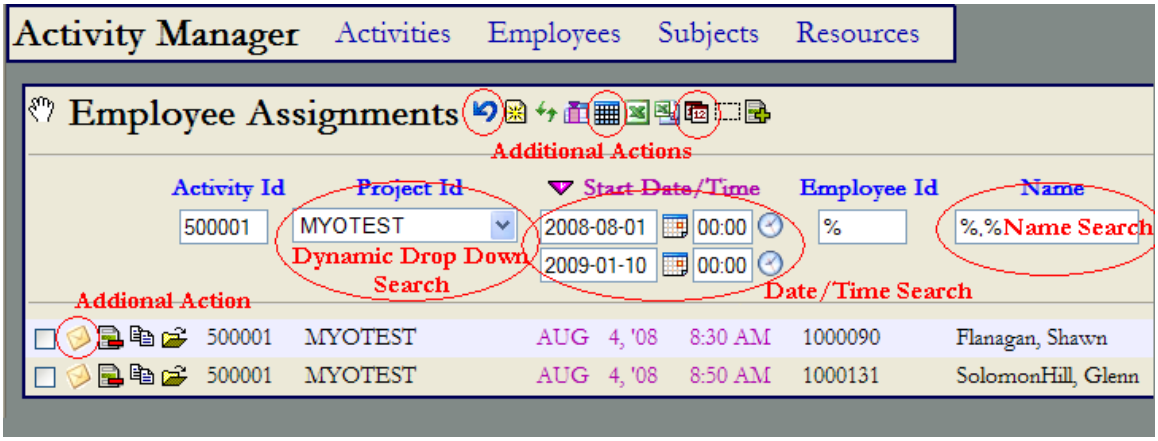


"Drop Down Search" controls contain hard-coded lists of values to select from using "Translation Tables". Translation Tables are designed for rapid data searching and processing. The lists in these controls appear the same to all users, all of the time. The "All" value, which is often included, denotes a lack of criteria for this column. Conversely, a "None" value (not pictured) may sometimes appear which is used to find records where no value has been specified for this field.

Dynamic Drop Down Search

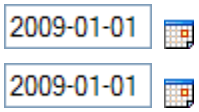


"Dynamic Drop Down Search" controls contain lists of values that change in real-time based on current database contents. The list items may be determined by complex sets of logic, taking such things into account as the current user's access or the current "status" of potential items. Unlike regular a Drop Down Search, this version does not use the streamed lined "Translation Tables", but instead searches for literal values. The "All" value for these controls does not denote a lack of criteria for this column, but instead searches the table for all the values found in the list. It works this way to impose the constraints of the complex logic used to determine the list values. Unfortunately, this slows the query process in trade. A "None" value may also appear, to search for records where no value has been specified for this field.



COLD MOON 1 Tables

Date Search

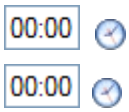


"Date Search" controls have two means of specifying criteria and two parts to their input. The user can either type a date in an edit box or click on a calendar icon to its right to use a graphical input control. The graphical control will allow you to skip through "pages" of calendars then select a date by clicking on a square.

When typing date input, the standard format is 4 digit year –2 digit month–2 digit day (or YYYY-MM-DD). However, 2 digit years,1 digit months, and 1 digit days may also be used such as: YY-M-D, YY-MM-D, or YYYY-M-DD, ect.

Dual controls are present because the top input represents the beginning of a search range and the bottom represents the end. If only the top input is specified, all values greater than or equal to that input are valid. If only the bottom input is specified, all values less than or equal to that input are valid. If both are specified, values must be equal to or between the inputs. If none are specified, no value restriction is applied.

Time Search

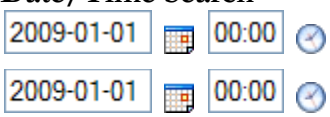


"Time Search" controls also have two means of specifying criteria and two parts to their input. The user can either type a time in the edit box or click on the clock icon to its right to use an expanded input control. The expanded control consist edit boxes and drop down lists where standard hours, minutes, and an am/pm selection can be used to specify a time.

When typing time input, the format is 24 hour military time as in 2 digit hour–2 minute (or HH-MM). 1 digit hours and 1 digit minutes may also be used such as: H-M, HH-M, or H-MM. 00:00 is Midnight, 12:00 is Noon, 16:00 is 4:00 pm, ect.

Dual controls are present because the top input represents the beginning of a search range and the bottom represents the end. Refer to the Date Search Control above for more details on this type of dual control.

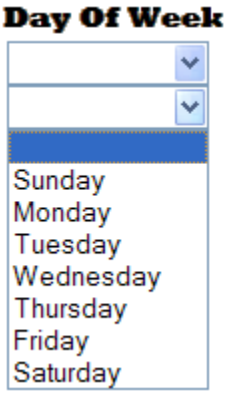
Date/Time Search



"Date/Time Search" controls work as a combination of the above, but where a specific date/time is specified rather than day as a whole or a time that is independent from the date.

COLD MOON 1 Tables

Day Of Week Search



"Day of Week Search" controls are only available on special tables that contain **Show/Hide Extended Date/Time Columns** buttons in their **Table Action Bars**. They are hidden unless the user clicks this button to reveal the "extended columns", which usually also include others such as date and time and controls that search independently from each other. These "extended columns" allow for very complex searches, for example allowing the user to find something as specific as "tasks assignments" that are given to a particular employee to perform this upcoming month over weekends which start between 6 and 8 am.

As with some other search controls, dual inputs are present because the top drop down represents the beginning of a search range and the bottom represents the end. Refer to the Date Search Control above for more details on this type of dual control.

When these controls are used in conjunction with **Calendar Output**, the calendar may remove specific days of the week from view.

Additional Column Types

Text Block Column

Standard table columns display one line of text and cut off the end of values when their length exceeds a certain number of characters (typically 40). An ellipsis (…) is tacked on to end in such scenarios to indicate truncation. The entire text can only be view by opening the record. "Text Blocks" are used in situations where the entire text should always be shown directly in the table window. These column types can display text of any length, for any number of lines. Generally, however, they are expected to display no more than about 20 lines. They are used in combination with "Wild Card Search" controls to specify filtration criteria.

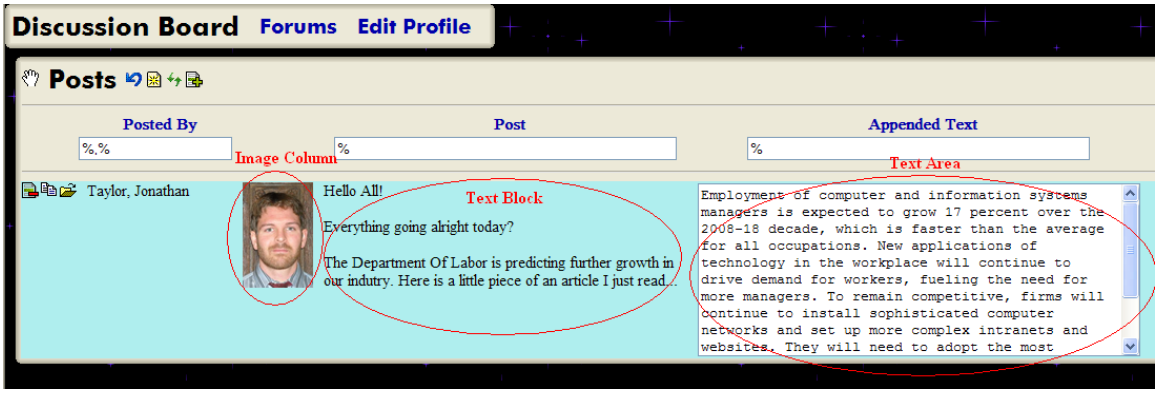
COLD MOON 1 Tables

Text Area Column

"Text Area Columns" are used like "Text Blocks", but are intended for very long text, as in a more than 20 lines. They allow the user to scroll through them independently, rather than scrolling the "Work Space" frame as a whole. These Text Areas have fixed dimensions, so they can be repeatedly "stacked" in a table, and provide large amounts of text without requiring the user to scroll through all of it to transition between table rows. Another advantage to this columns type is that they allow an easy way to copy text from the table. If the user clicks on one of these fields and presses Ctrl+A, they can rapidly highlight the entire contents of the Text Area. Then, by pressing Ctrl+C, or by right clicking and selecting "Copy", they can place this text on the "Windows' Clipboard" and then paste it into any other record, document, or other application from there.

Image Column

"Image Columns" are comparable to, and often linked with, "Inline Image" Record Fields (refer to Record Window **Additional Field Types**). Where photos, or other graphics, are associated with a given record, these images may be displayed on the table. Like "Inline Image" Record Fields, these graphics are of fixed dimensions, and will be therefore be stretch or shrunken if necessary to fix them in place. Typically, this is used to display the photo of an employee, customer, or system user. Of note, the actual file is not stored in the database. It is either placed on the file server by the administrator, or stored elsewhere on the web. It is retrieved and displayed using a reference URL.


Discussion Board
Forums
Edit Profile
Posts
Posted By
Post
Appended Text
%.%
%
%
Image Column
Text Area
Taylor, Jonathan
Hello All!
Text Block
Everything going alright today?
The Department Of Labor is predicting further growth in our indutry. Here is a little piece of an article I just read...
Employment of computer and information systems managers is expected to grow 17 percent over the 2008-18 decade, which is faster than the average for all occupations. New applications of technology in the workplace will continue to drive demand for workers, fueling the need for more managers. To remain competitive, firms will continue to install sophisticated computer networks and set up more complex intranets and websites. They will need to adopt the most

COLD MOON 1 Tables

Pop-up Link

"Pop-up Links" are clickable text links that open a new browser window and load some kind of self-described content. Such links may open an external website, or may be used to open files saved to the internal system file server such as PDFs, spreadsheets, presentations, or even video clips. For more information, refer to "Pop-up Links" in the Record Window **Additional Field Types** section.

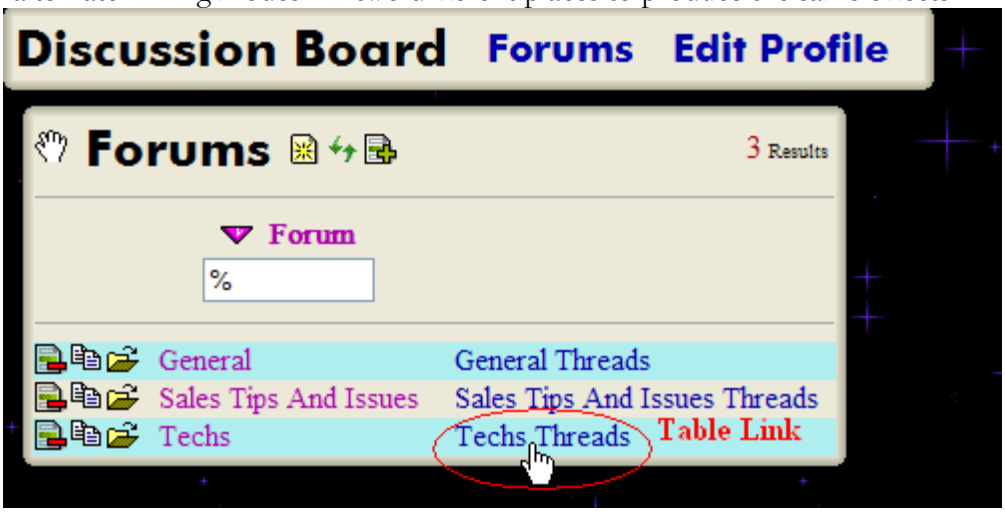
Table Link

"Table Links" are navigation connections joining records (or groups of records) to each other. These links often make it faster and easier for the user to locate specific records. They can also provide a security system for some records by forcing the user to have access to a "source record" first. An example for such a link would include a connection to a list of invoices for a particular customer that is linked from a source "customer record". Another example would be a link from an "employee record" to a list of work assignments for that employee only.

Table Links are virtually synonymous with CM1 "Record Links". The only real difference between the two, from a user's perspective, is location. Table Links are found on Table Windows, where Record Links are found on Record Windows.

Throughout this document, there are many references to Record Links, which are generally interchangeable with Table Links. Please refer to the section on **Record Links** to learn more about this topic.

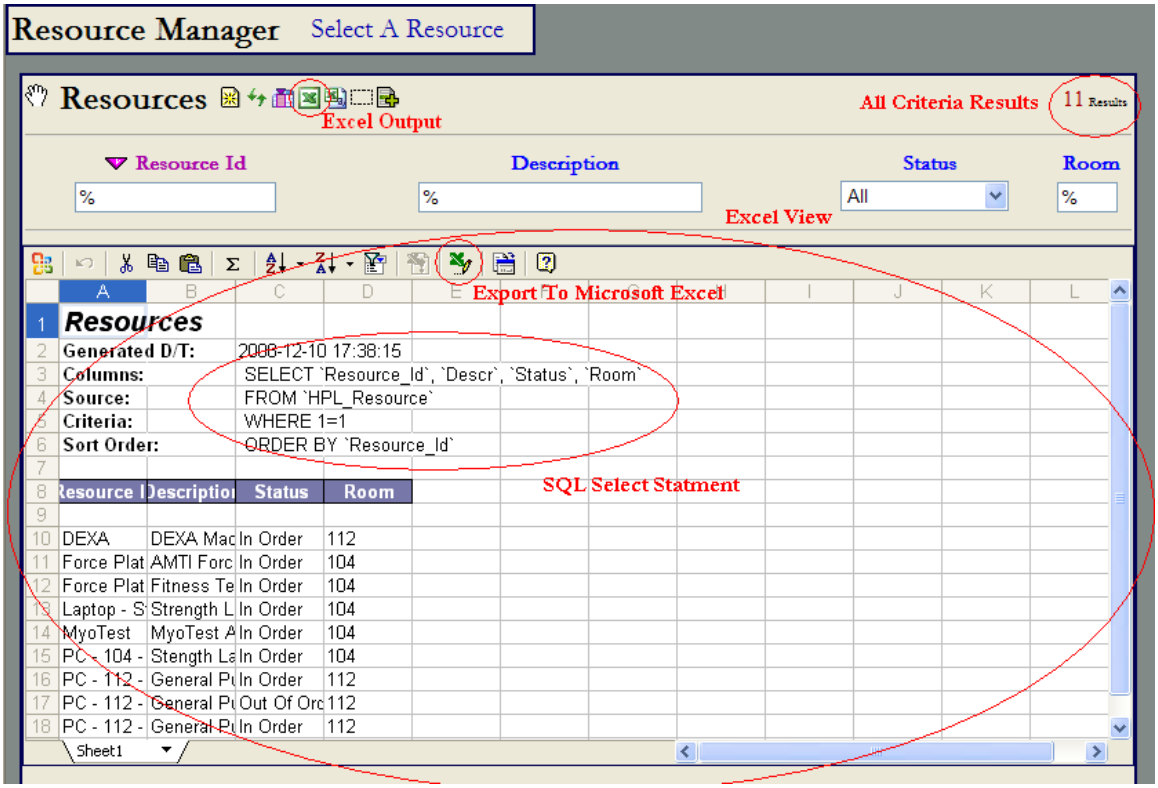
To provide a "technical aside", Record Links are the predecessor to Table Links, which were introduced in version 1.2A. Where you find this newer component, the older one is always somewhere in the "background". Table Links internally work through preexisting Record Links. Since it is almost desirable to offer a Record Link where a Table Link is found (but not necessarily vice versa) it makes sense from a developer's perspective to avoid the redundancy of setting up "linking keys" and "alternate linking modes" in two different places to produce the same effects.



COLD MOON 1 Tables

Excel Output

Excel Output - This button sends the query results to an Excel spreadsheet instead of displaying it in the standard tabular format. This format is useful for copying, saving, printing, or manipulating the query results. The rows are not displayed in "pages", but are instead always output in full. The screenshot below shows an example.



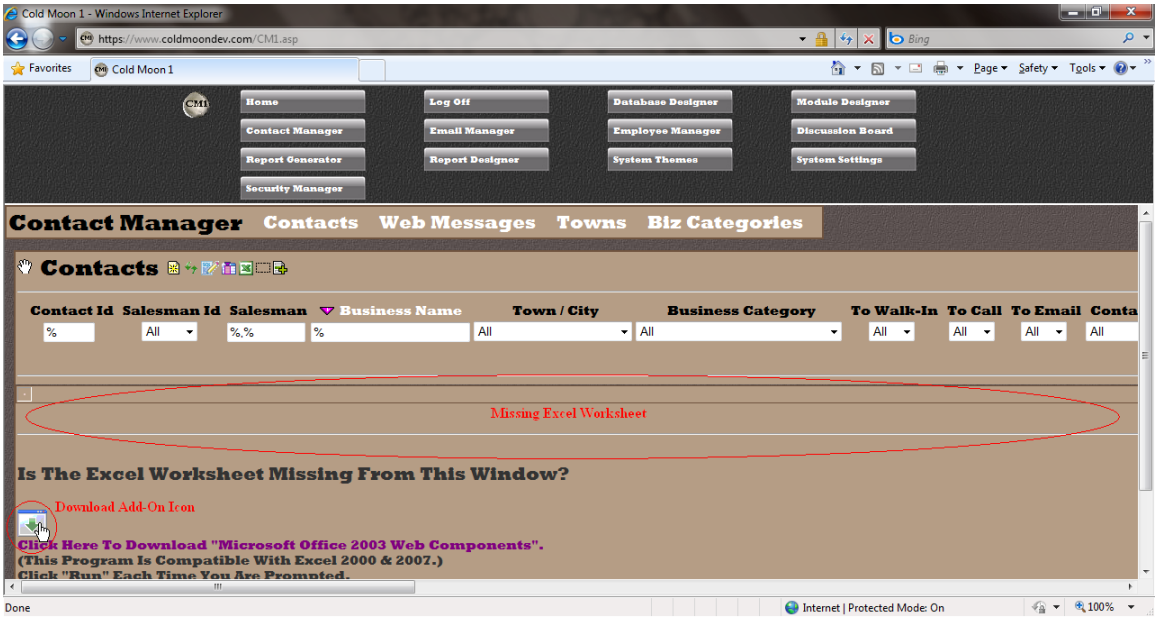
Export To Microsoft Office Excel – This button is found at the top of all CM1 embedded spreadsheets. Click on this to open the spreadsheet in the full version of Excel. This will provide more options for working with the data, including the ability to save it locally.

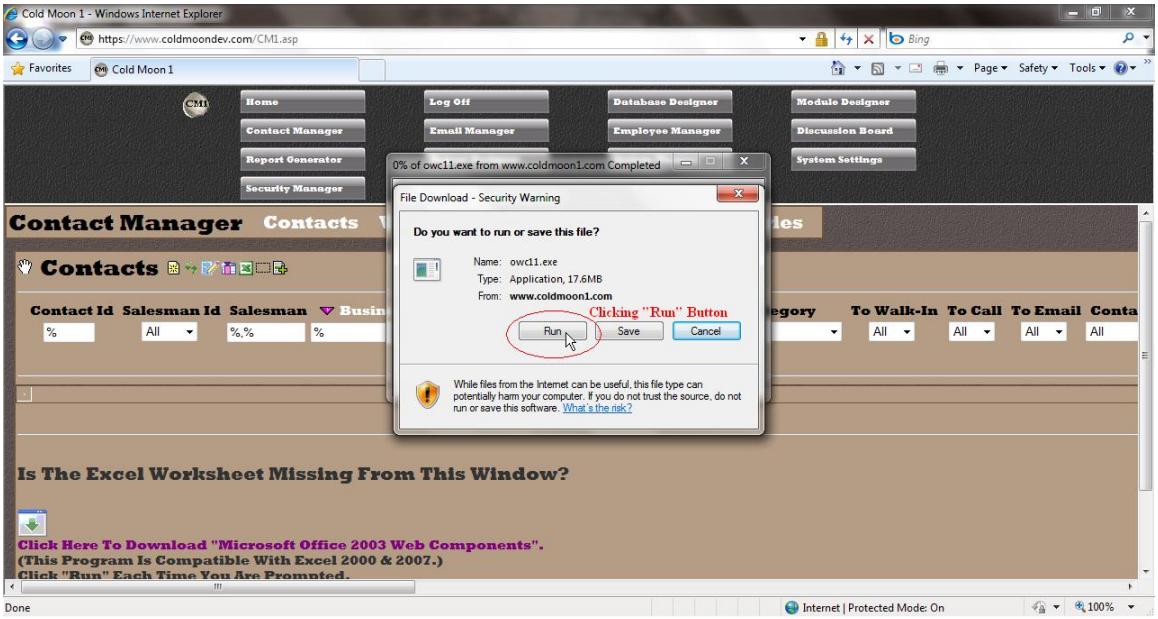
NOTE: THE FIRST TIME YOU ATTEMPT TO USE EXCEL OUTPUT ON A GIVEN PC, IT WILL NOT WORK! PLEASE FOLLOW THE SIMPLE DIRECTIONS BELOW.

COLD MOON 1 Tables

Installing The "Excel Add-On"

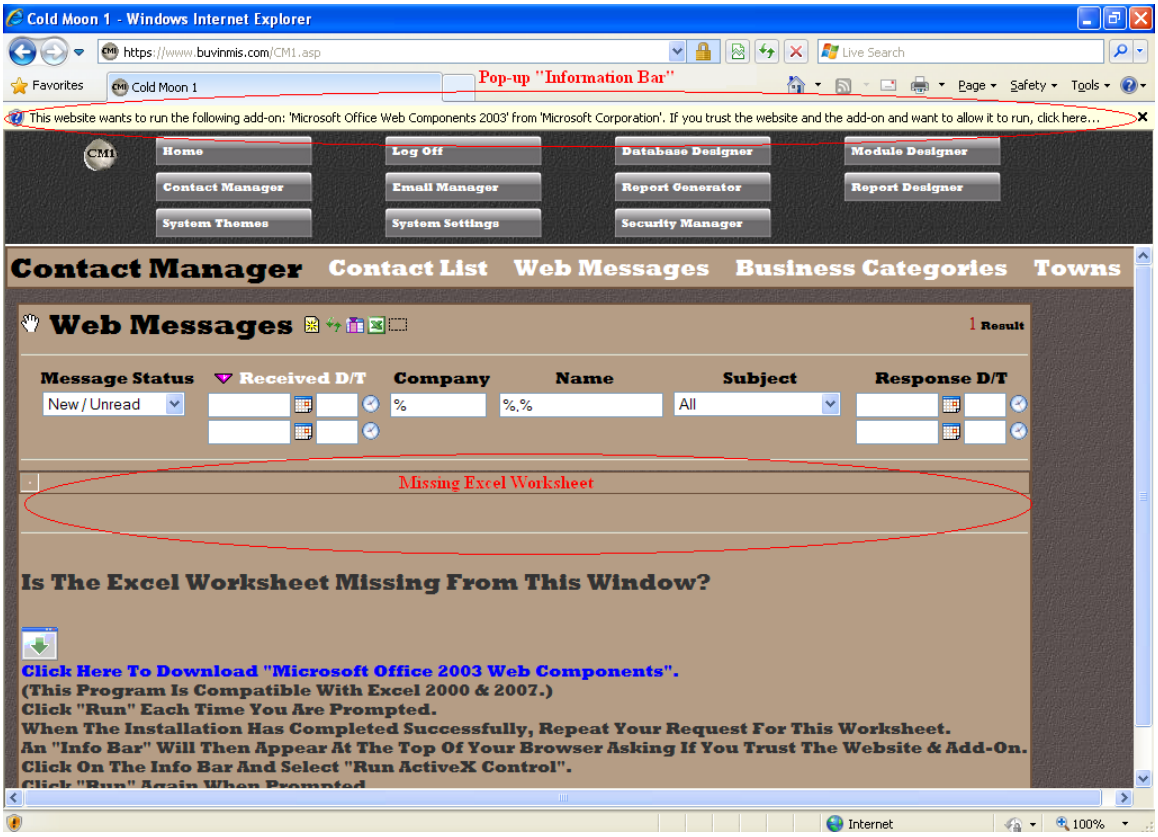
The first time you try "Excel Output", the spreadsheet will fail to appear. You must install an Internet Explorer Add-On to use this feature. First, click on the "download icon" that appears in the Table Window. Cold Moon may issue a warning about "navigating away from the page". Click "Yes" anytime this appears to allow the process to continue. Click "Run" in the pop-up window that will then be displayed. Proceed through the Microsoft installation program. When this is complete, click the "Excel Output" button again to make CM1 retry the output.



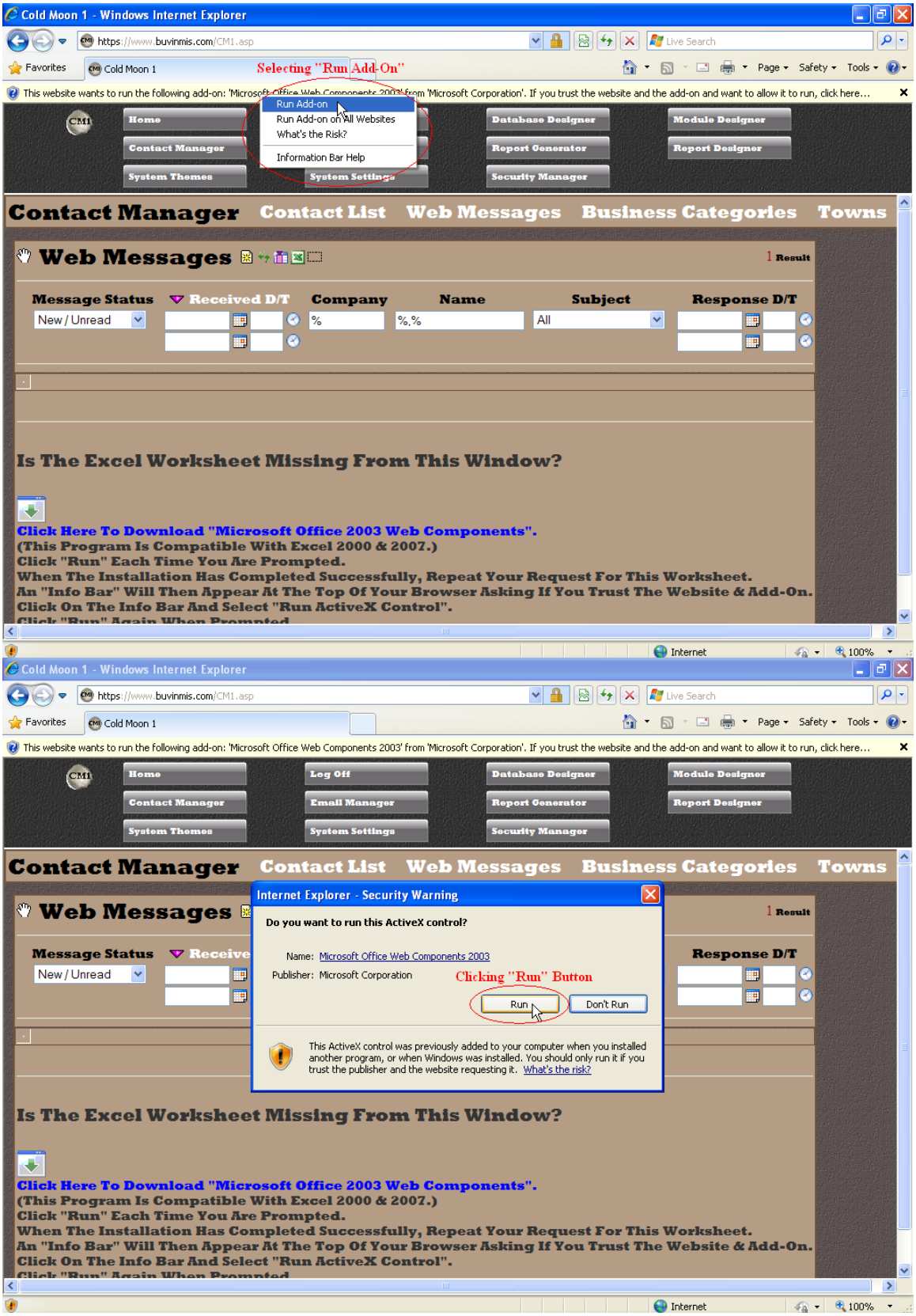

Cold Moon 1 - Windows Internet Explorer
https://www.coldmoondev.com/CM1.asp
Cold Moon 1
0% of owc11.exe from www.coldmoon1.com Completed
File Download - Security Warning
Do you want to run or save this file?
Name: owc11.exe
Type: Application, 17.6MB
From: www.coldmoon1.com
Clicking "Run" Button
Run
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?
Contact Manager
Contacts
Is The Excel Worksheet Missing From This Window?
Click Here To Download "Microsoft Office 2003 Web Components".
(This Program Is Compatible With Excel 2000 & 2007.)
Click "Run" Each Time You Are Prompted.
Done
Internet | Protected Mode: On
100%

COLD MOON 1 Tables

An "Information Bar" will automatically pop-up at the top of the browser window, that will say "This website wants to run the following add-on…". Right-Click on this message and select "Run Add-On". You will then be shown a pop-up window, where you must click "Run" again. The add-on will then be fully installed and unfortunately you will be dumped out to the "Log In Screen" where you will have to enter your username and password again. You will never have to go this process again at least! Excel output will work for you when you try it next. You may refer to the following sequence of screenshots to see the rest of this process in action.



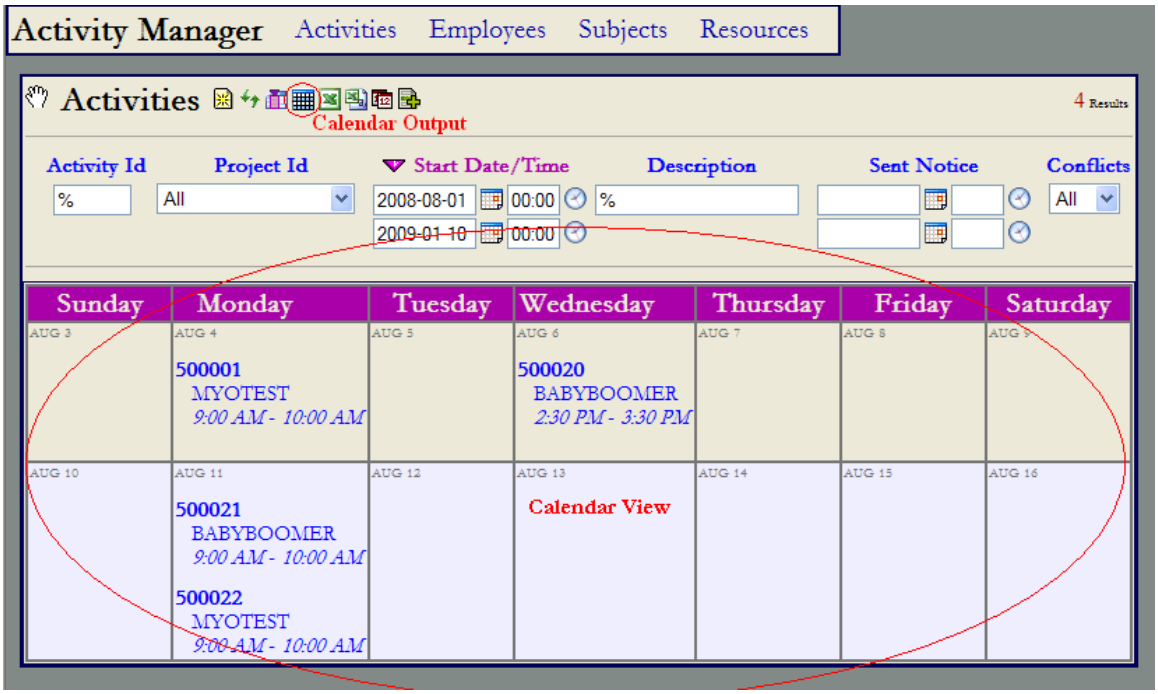
COLD MOON 1 Tables


Cold Moon 1 - Windows Internet Explorer
https://www.buvinmis.com/CM1.asp
Live Search
Favorites
Cold Moon 1
Selecting "Run Add-On"
Page
Safety
Tools
This website wants to run the following add-on: 'Microsoft Office Web Components 2003' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here...
Run Add-on
Run Add-on on All Websites
What's the Risk?
Information Bar Help
Home
Contact Manager
System Themes
System Settings
Database Designer
Report Generator
Security Manager
Module Designer
Report Designer
Contact Manager
Contact List
Web Messages
Business Categories
Towns
Web Messages
1 Result
Message Status
Received D/T
Company
Name
Subject
Response D/T
New / Unread
%
%,%
All
Is The Excel Worksheet Missing From This Window?
Click Here To Download "Microsoft Office 2003 Web Components".
(This Program Is Compatible With Excel 2000 & 2007.)
Click "Run" Each Time You Are Prompted.
When The Installation Has Completed Successfully, Repeat Your Request For This Worksheet.
An "Info Bar" Will Then Appear At The Top Of Your Browser Asking If You Trust The Website & Add-On.
Click On The Info Bar And Select "Run ActiveX Control".
Internet
100%
Cold Moon 1 - Windows Internet Explorer
https://www.buvinmis.com/CM1.asp
Live Search
Favorites
Cold Moon 1
Page
Safety
Tools
This website wants to run the following add-on: 'Microsoft Office Web Components 2003' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here...
Home
Contact Manager
System Themes
Log Off
Email Manager
System Settings
Database Designer
Report Generator
Security Manager
Module Designer
Report Designer
Contact Manager
Contact List
Web Messages
Business Categories
Towns
Internet Explorer - Security Warning
Do you want to run this ActiveX control?
Name: Microsoft Office Web Components 2003
Publisher: Microsoft Corporation
Clicking "Run" Button
Run
Don't Run
This ActiveX control was previously added to your computer when you installed another program, or when Windows was installed. You should only run it if you trust the publisher and the website requesting it. What's the risk?
Web Messages
1 Result
Message Status
Response D/T
New / Unread
Is The Excel Worksheet Missing From This Window?
Click Here To Download "Microsoft Office 2003 Web Components".
(This Program Is Compatible With Excel 2000 & 2007.)
Click "Run" Each Time You Are Prompted.
When The Installation Has Completed Successfully, Repeat Your Request For This Worksheet.
An "Info Bar" Will Then Appear At The Top Of Your Browser Asking If You Trust The Website & Add-On.
Click On The Info Bar And Select "Run ActiveX Control".
Internet
100%

COLD MOON 1 Tables

Calendar Output

Calendar Output – On some special tables, the user can click on this button to display the query results in an interactive calendar. Records can then be accessed by clicking on calendar entries instead of the Open buttons found in **Row Action Bars**.

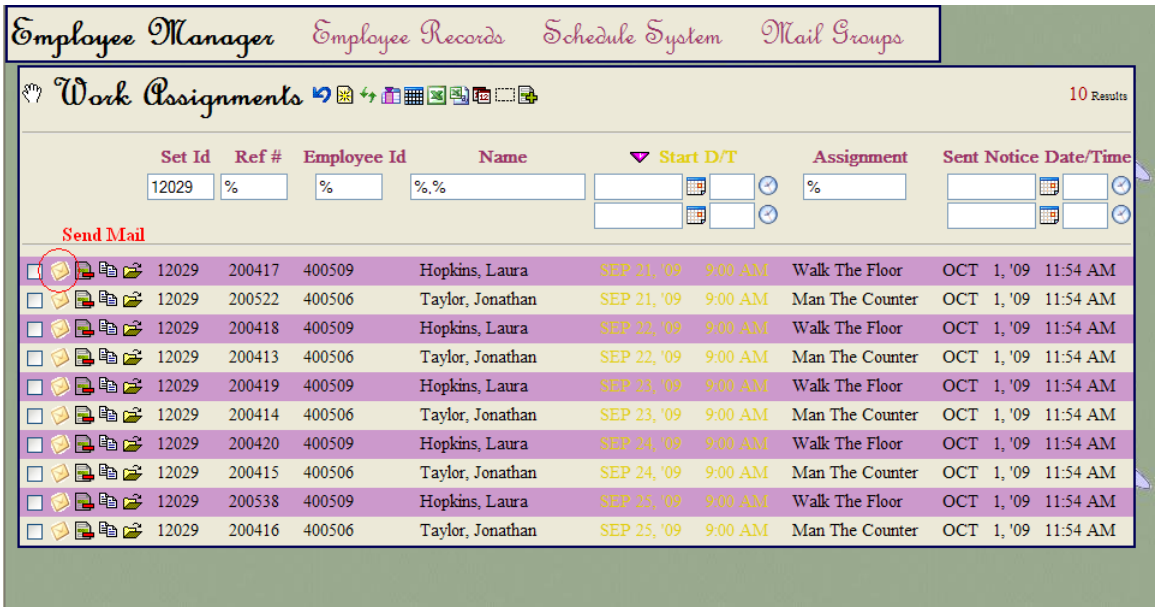


COLD MOON 1 Tables

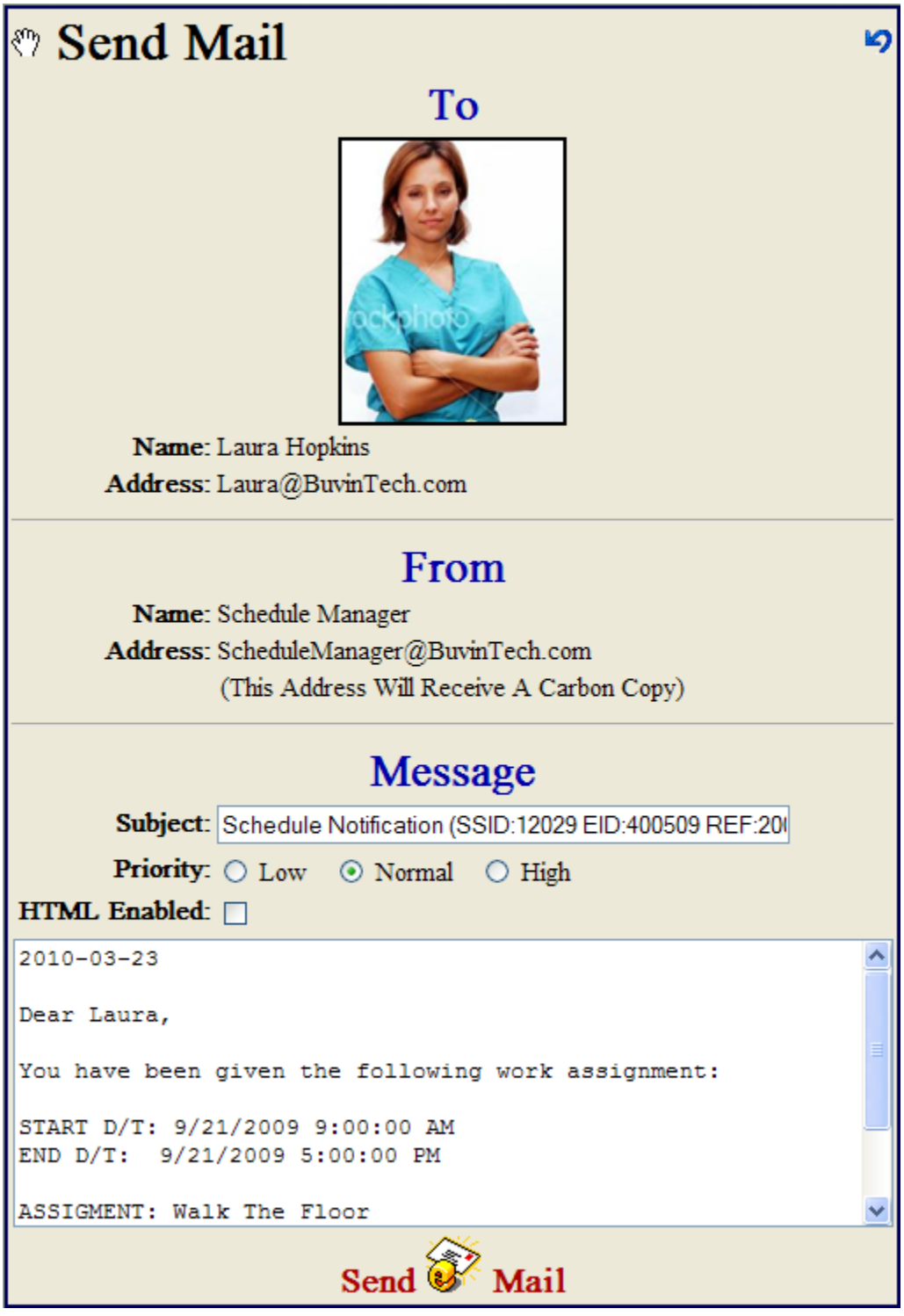
Basic Email

Send Mail – This **Row Action Bar** button opens a "Basic Email Window". Usually, a template has been defined for the table to assist in the composition of the message. The template may provide something as basic as just inserting the date and the name of the recipient, or may fill-in more comprehensive information such as providing the details to an employee's scheduled assignment. The "Email Templates" module, which is accessible to select users, is used to create template definitions. The "Email History" module can be used to view all of the emails that have been sent.

CM1 also provides more advanced mailing features to send personalized messages to many people at once while requiring minimal time and effort. Please refer to **Email Group Operations** and **Mailing Trees** to learn more.


Employee Manager
Employee Records
Schedule System
Mail Groups
Work Assignments
10 Results
Set Id
Ref #
Employee Id
Name
Start D/T
Assignment
Sent Notice Date/Time
12029
%
%
%,%
%
Send Mail
12029 200417 400509 Hopkins, Laura SEP 21, '09 9:00 AM Walk The Floor OCT 1, '09 11:54 AM
12029 200522 400506 Taylor, Jonathan SEP 21, '09 9:00 AM Man The Counter OCT 1, '09 11:54 AM
12029 200418 400509 Hopkins, Laura SEP 22, '09 9:00 AM Walk The Floor OCT 1, '09 11:54 AM
12029 200413 400506 Taylor, Jonathan SEP 22, '09 9:00 AM Man The Counter OCT 1, '09 11:54 AM
12029 200419 400509 Hopkins, Laura SEP 23, '09 9:00 AM Walk The Floor OCT 1, '09 11:54 AM
12029 200414 400506 Taylor, Jonathan SEP 23, '09 9:00 AM Man The Counter OCT 1, '09 11:54 AM
12029 200420 400509 Hopkins, Laura SEP 24, '09 9:00 AM Walk The Floor OCT 1, '09 11:54 AM
12029 200415 400506 Taylor, Jonathan SEP 24, '09 9:00 AM Man The Counter OCT 1, '09 11:54 AM
12029 200538 400509 Hopkins, Laura SEP 25, '09 9:00 AM Walk The Floor OCT 1, '09 11:54 AM
12029 200416 400506 Taylor, Jonathan SEP 25, '09 9:00 AM Man The Counter OCT 1, '09 11:54 AM

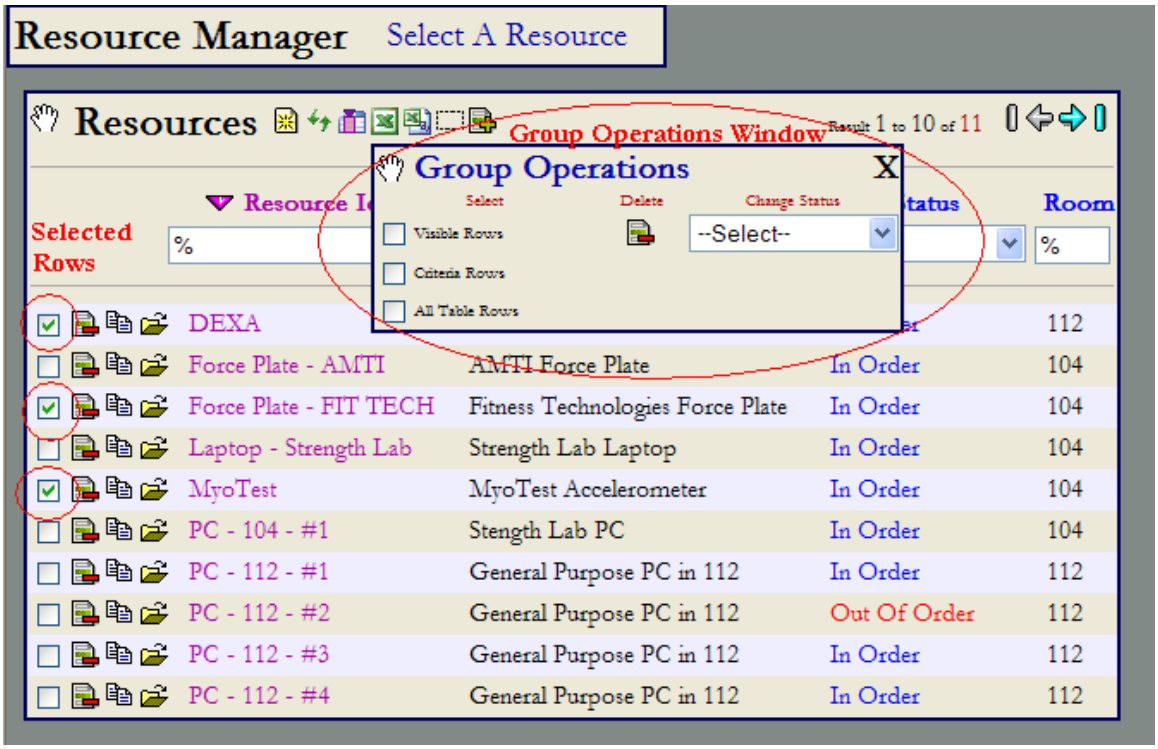
Below is a screenshot showing an example of a "Basic Email Window" with a message that was automatically created by a template. You may change or add anything that you wish, and then press the "Send Mail Icon" at the bottom of the window to send the email.



COLD MOON 1 Tables

Basic Group Operations

Group Operations - This button toggles the visibility of a "Group Operations Window" as shown below. A variety of options may be present in this window allowing the user to manipulate multiple records at the same time - without opening any of them.


Resource Manager
Select A Resource
Resources
Group Operations Window
Result 1 to 10 of 11
Group Operations
Select
Delete
Change Status
Visible Rows
Criteria Rows
All Table Rows
--Select--
Selected Rows
Room
DEXA 112
Force Plate - AMTI AMTI Force Plate In Order 104
Force Plate - FIT TECH Fitness Technologies Force Plate In Order 104
Laptop - Strength Lab Strength Lab Laptop In Order 104
MyoTest MyoTest Accelerometer In Order 104
PC - 104 - #1 Stength Lab PC In Order 104
PC - 112 - #1 General Purpose PC in 112 In Order 112
PC - 112 - #2 General Purpose PC in 112 Out Of Order 112
PC - 112 - #3 General Purpose PC in 112 In Order 112
PC - 112 - #4 General Purpose PC in 112 In Order 112

Records may be selected in several ways to perform group operations with them. The most basic way is to click on (and place a check in) individual Select Checkboxes which appear in **Row Action Bars**. Alternatively, the following group operation buttons may be used:

Standard Buttons

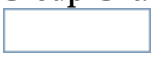
(Select) Visible Rows – Selects all visible rows.

(Select) Criteria Rows – Selects all rows which meet the current criteria, whether or not they are visible. Use this with some caution.

(Select) All Table Rows – Selects all the rows on the table whether or not they meet the current criteria or are visible. Use this with much caution!

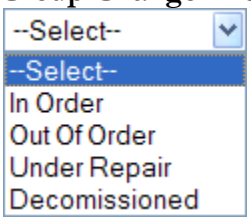
Delete – After selecting a record, or group of records, the user may delete them by clicking this button. A prompt will appear to verify this action.

Group Change Edit box



After selecting a record, or group of records, the user may change a specific field value by typing the new value into an edit box. This action will take place as soon as the control "loses focus" , i.e. after pressing Tab or clicking on a different part of the screen. There is no additional button to press to initiate the change.

Group Change Drop Down



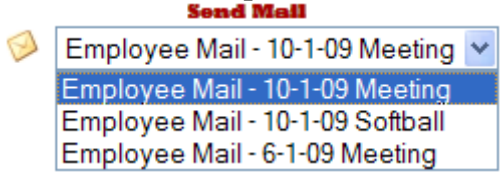
After selecting some records, the user may change a specific field value by selecting the new value from a drop down list. This action will take place as soon the new value is selected. Again, there is no additional button to press to initiate the change.

Email Group Operations

Some special tables have a "Send Mail" function in their Group Operations Window. This provides a quick and easy way to send mail to multiple people at once. A more sophisticated method is also avaible to send "mail blasts" to people linked together via keys on a mulit-table hierarchy. Refer to **Mailing Trees** to learn more.

Send Mail – After selecting a record, or group of records, the user may click this to send auto-generated emails to addresses found within the those records. A prompt will appear to verify this action. When this button is found by itself, there is one specific template that is used to compose the messages. The "Email Templates" module, which is accessible to select users, is used to create template definitions. This module can also be used to view all of the emails that have been sent.

Send Mail w/ Template List


Send Mail
Employee Mail - 10-1-09 Meeting
Employee Mail - 10-1-09 Meeting
Employee Mail - 10-1-09 Softball
Employee Mail - 6-1-09 Meeting

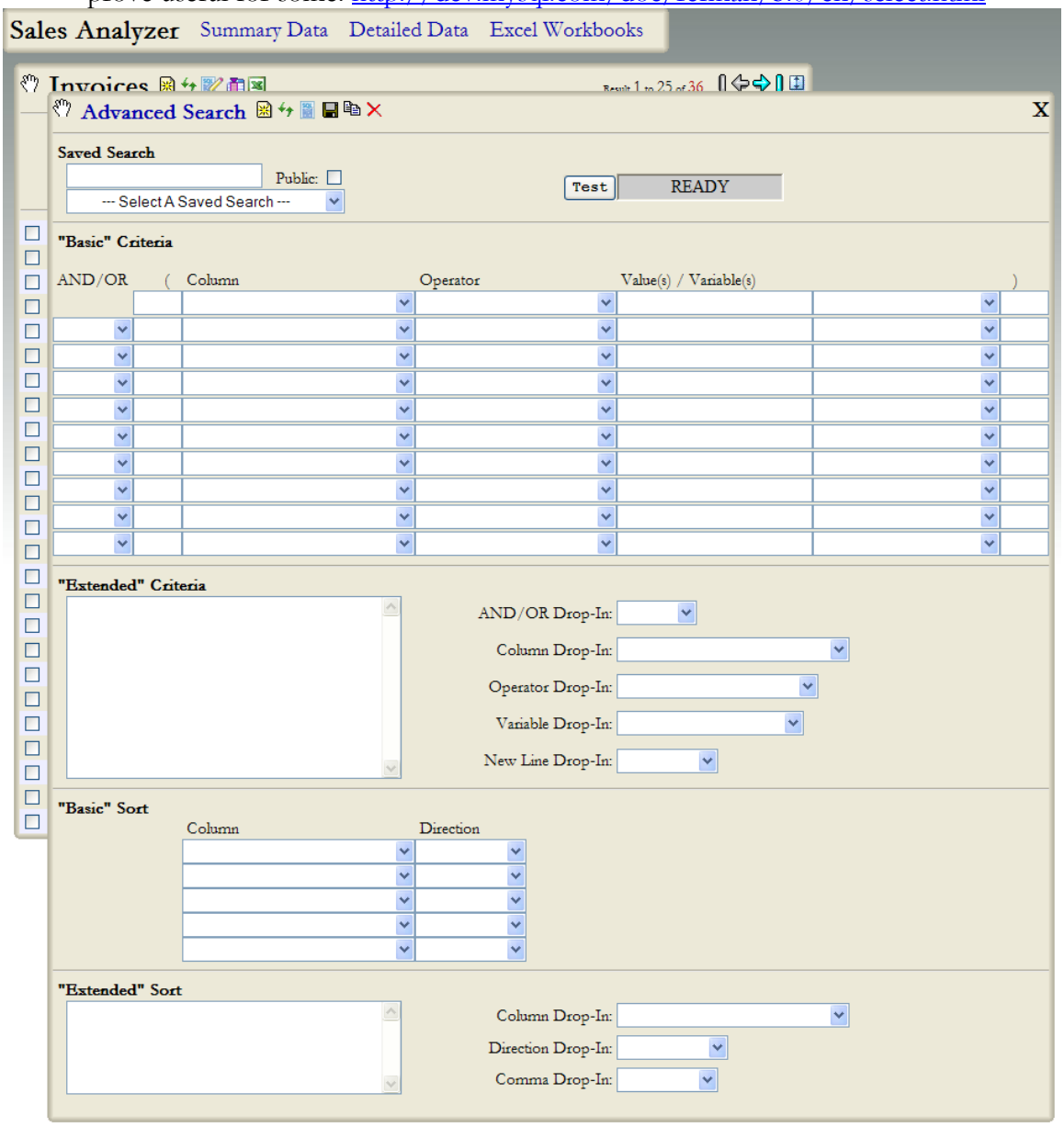
When a drop down list is found next to a "Send Mail" button, the value selected from the list determines which template is used to compose the messages. After selecting a list value, the user must click the "Send Mail" button to initiate the action. Generally, the "Email Templates" module can be used to modify these templates, or to add more templates to the list. For specific details on this, please consult with your system administrator.

COLD MOON 1 Tables

Advanced Search

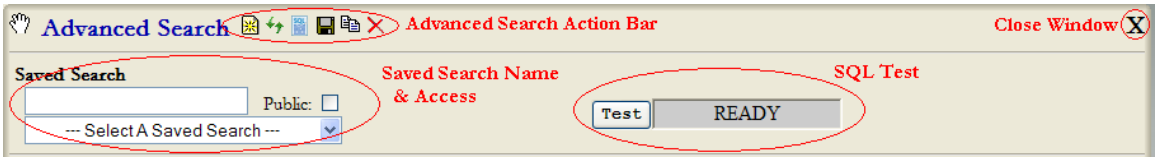
Advanced Search – This **Table Action Bar** button toggles the visibility of Advanced Search Windows. This tool allows the user to specify much more comprehensive search criteria and sort methods. It also provides the option to save "search definitions" for later use. Using this feature, it it possible to specify any valid SQL statement to query the table. Note that the tool allows the user to add-on to the system defined SQL, but not to replace it. All of the standard table search controls are still in use and all built-in protections are still in effect.

This section may be difficult to understand if you do not have SQL experience. It is not within the scope of this text, however, to provide such details. This link may prove useful for some: http://dev.mysql.com/doc/refman/5.0/en/select.html



COLD MOON 1 Tables

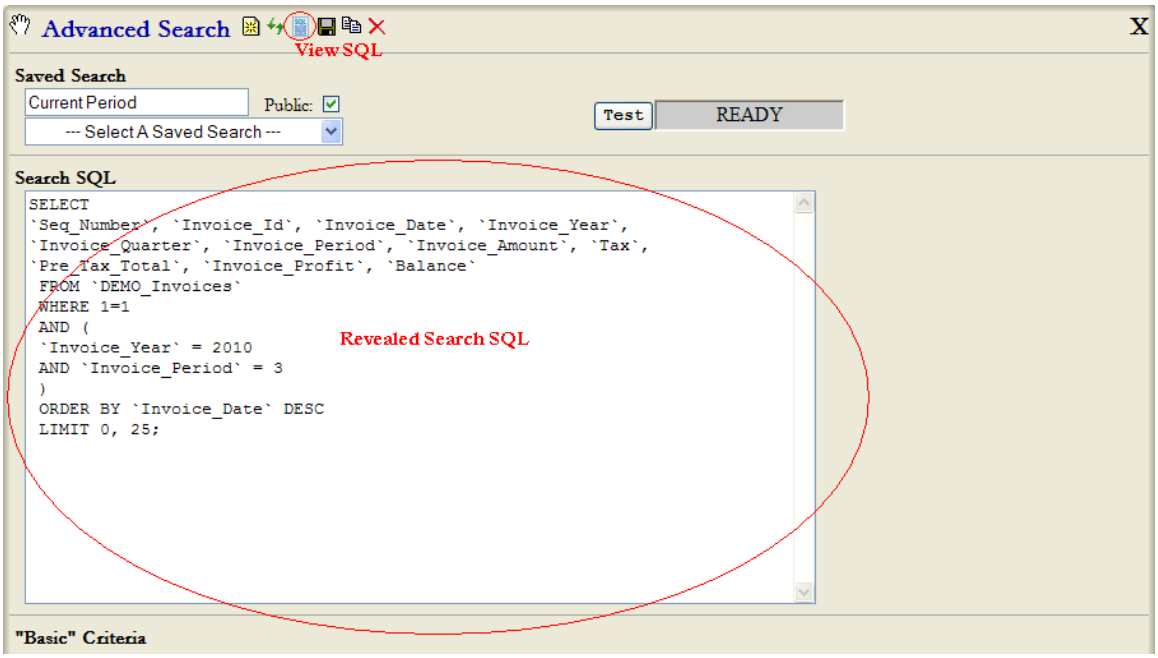
Advanced Search "Basic Actions"



New Search – This button is a duplicate of the Table Window button. It resets all search criteria to default values and refreshes the query results.

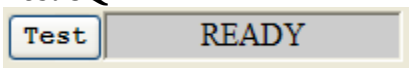
Refresh Search – This button is also a duplicate of the Table Window button. This must be clicked after specifying any new criteria to apply the query changes.

View SQL – This button toggles the visibility of the query SQL. As changes are made to it, this text will change in real-time to reflect the modifications.



X Close Window – Click this icon to hide the Advanced Search tool. Note: This merely hides the window, but its settings remain in effect even when it is not visible.

Test SQL

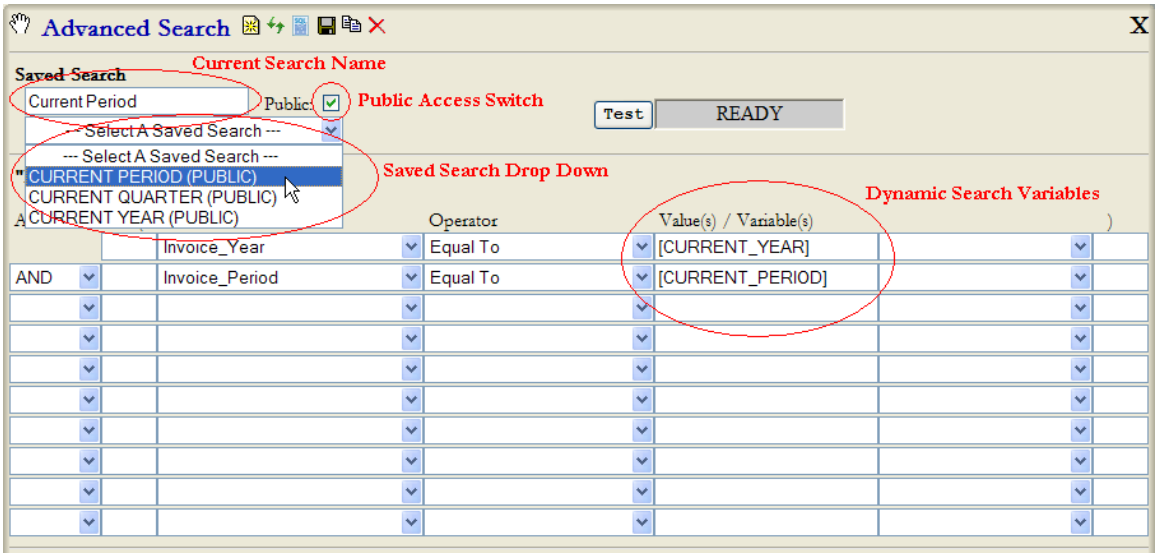


This feature was added as of version 1.2B. Before pressing the "Refresh" button to actually run the query, the user may press this "Test" button to validate the SQL statement they have created. If valid, the window next to the button will display the total number of results found ("limit statements" are ignored). If the SQL statement contains an error, the window will turn red and display a "SQL Failed!" message.

COLD MOON 1 Tables

Saved Search

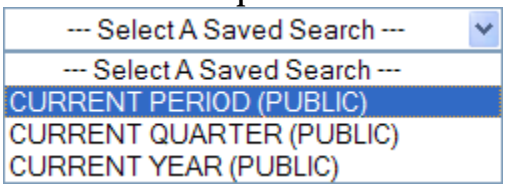
One of the most valuable abilities of the Advanced Search tool is the option to save, load, and share "search definitions". After defining a complex search, the user may "name" the query and then instantly run it again any time in the future. If a definition is made "public", or if it is created by the administrator, then it is not necessary for the user to have any knowledge of SQL or the details involved. Simply loading "Saved Searches" is easy and does not require any advanced knowledge.



Current Search Name

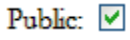
This edit box contains the name of the current search definition. It is automatically filled in when you load one, or you may enter a name directly before saving.

Saved Search Drop Down



To load a "Saved Search", simply select one from this drop down list. It will automatically load the search and run the query.

Public Access Switch



Turn this switch on or off before saving the search definition to set its access privilege. "Public" means "available to everyone". "Not Public" or "Private" means that only the user who created the search definition may access it.

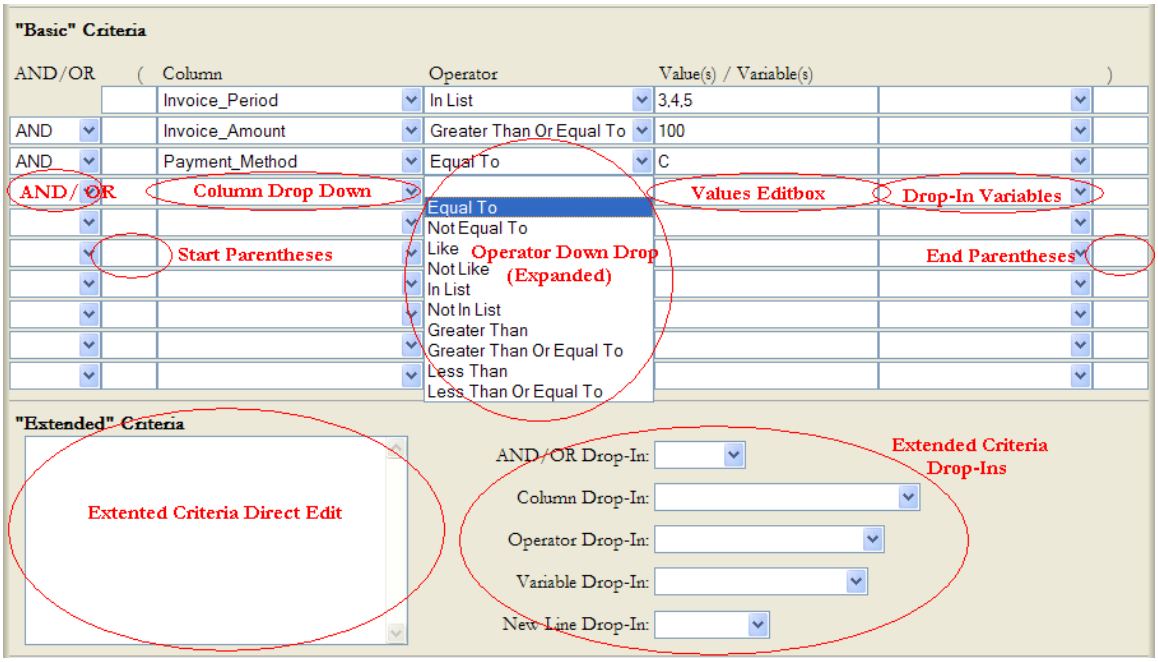
Save Search – After entering a value into the "Current Search Name" edit box, click on this button to save it.

Copy Search – Click on this button to make a copy of the current search, i.e. load its values into an "unamed" search, which can then be given a new name and saved.

Delete Search – Click on this button to delete the current search definition.

Advanced Search Criteria

The primary reason for the providing the Advanced Search tool is to allow complex search criteria to be specified. This may be done in one of two ways. The easiest way is to use the "Basic Criteria" section of the window to build the query "where clause" with a series of quick drop down lists and edit boxes. The other way is to directly type your SQL in the "Extended Criteria" section.



AND/OR

Use these drop down lists to start new lines of criteria. You may simply choose between "AND" / "OR". 95% of the time, you will want "AND". The criteria will then read like "WHERE Some Field = 100 AND Some Other Field = A", etc. If you simply start defining a new criteria line without selecting a value from this control, "AND" will be automatically selected for you to save time and to prevent errors.

COLD MOON 1 Tables

Start & End Parentheses

"Start & End Parentheses" edit boxes are provided to group lines of criteria together. These edit boxes allow for infinite levels of "nesting". Typically, you would use these with "OR" lines for criteria like "WHERE Some Field = 100 AND (Some Other Field = A OR Some Other Field = B)". Use of parentheses and "OR" can dramatically affect the meaning and even speed of a query. The details of their use, however, are beyond the scope of this document.

Column Drop Down

The "Column Drop Down" allows the user to select any field on the table to specify criteria. This includes those which are not displayed in the table window. Fields do not need to be "selected" in the query to be used in a "where clause". This is one of the key differences the Advanced Search has from the regular **Search Controls**.

Operator Drop Down

The Operator Drop Down allows the user to pick from an extensive list of SQL "where clause operators". This includes things like =, >, <, >=, <=, LIKE, NOT LIKE, IN LIST, NOT IN LIST, etc. This is arguably the most valuable aspect to this tool. Most Table Window Search Controls are used to simply find matching values. This allows for far more sophisticated criteria.

Values / Variables Editbox

The "Values / Variables Editbox" is where the user enters SQL "where clause R-values", i.e. the values used to compare the columns against. It is not necessary to type single-quotes around "string literals". The system will automatically do this where necessary based on the column type.

The "variables" which may be used here are a highly advanced feature that is unique to Cold Moon systems. They are denoted by surrounding brackets ("[" and "]"). These variables are setup by the system administrator only. Some variables are universal, others are table dependant. Variables may have literal translations, or may get their values from their own SQL selects. Variables can contain other variables within themselves with infinite levels of "nesting". Variables are sophisticated enough to not only convert to simple values, but may themselves be entire SQL clauses or statements. A variable may therefore be converted into something as basic as the current user's name, or as complex as a dynamic clause that differs depending upon the current date. Clearly, they can provide extremely powerful uses. To learn more about this topic, you may wish to consult your system administrator.

Drop-In Variables

Rather than having to remember or type variable names (surrounded by brackets), you may use this drop down list to select one as your "R-Value".

Extended Criteria Direct Edit

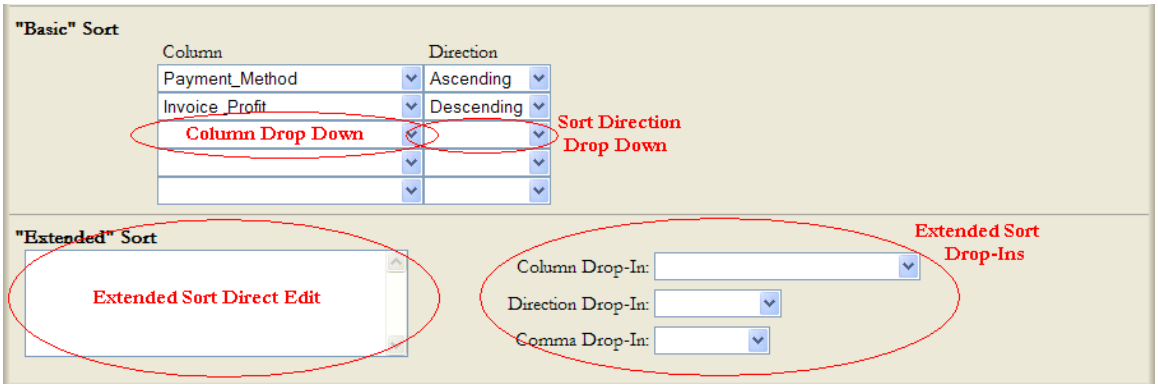
If you run out of lines in the "Basic Criteria" section, or you wish to type in even more advanced SQL statements, the "Extended Criteria Direct Edit" text area provides the option to input anything you may need. Note: You do not need to start this section with an "AND" as that will be automatically added to the select statement and this section will be placed within its own set of parentheses. It is suggested that you press the "View SQL" button before using this control so that you can see how the entire statement will be composed.

Extended Criteria Drop-Ins

When using the "Extended Criteria Direct Edit", you may wish to use the pictured set of "Drop-In" controls. These drop down lists can quickly append values to your extended SQL such as column names, operators, or variables so you can save time and avoid syntax errors.

Advanced Sort

An additional reason for providing the Advanced Search tool is to allow for complex sorting. Such sorting may be done in two different ways. The easiest way is to use the "Basic Sort" section of the window to build the "order by clause" with some quick drop down lists. The other way is to directly type your SQL in the "Extended Sort" section.



Column Drop Down

The "Column Drop Down" allows the user to select any field on the table, including those which are not displayed in the table window. Fields do not need to be "selected" in query to be used in an "order by clause". This is one of the key differences the Advanced Search has from the regular **Sort Controls**. Another critical difference is that multiple columns can be used in the sort. Often, in a Table Window, selecting a given column to sort by does produce an "Implicit Multi-Column Sort", but the columns used are system defined.

Sort Direction Drop Down

This control allows the user to specify the sort direction (ascending or descending) for each field used to sort by. In a Table Window, you can change the direction for a given field, or even several via an "Implicit Multi-Column Sort", but you cannot specify "Mixed Directional Sorts" as you can here.

Extended Sort Direct Edit

If you run out of lines in the "Basic Sort" section, or you wish to just type in your SQL clause, the "Extended Sort Direct Edit" text area provides the option to input anything you may need. Note: You do not need to start this section with a comma if you have also used the "Basic Sort", as it will be automatically added if need. It is suggested that you press the "View SQL" button before using this control so that you can see how the entire statement will be composed.

Extended Sort Drop-Ins

When using the "Extended Sort Direct Edit", you may wish to use the pictured set of "Drop-In" controls. These drop down lists can quickly append column names or sort directions to the extended SQL.

COLD MOON 1 Records

Record Windows At A Glance

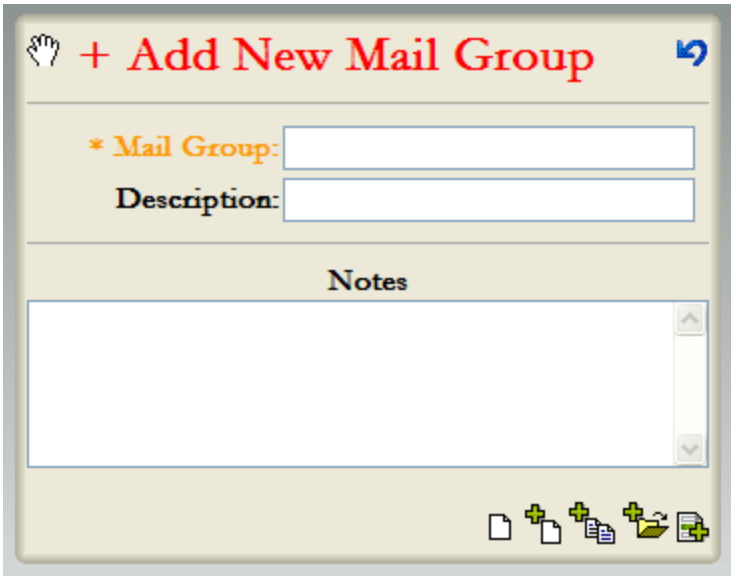
"Record Windows" allow the user to add or edit individual records on the database. Usually these windows contain more fields than are displayed in their corresponding Table Windows, but they may also contain the same number or fewer.

"Add Record Windows" provide the ability to insert new records into the database. This type of window is displayed after clicking Add Buttons on **Table Action Bars** or Copy Buttons on **Row Action Bars**.

"Open Record Windows" provide the ability to view and/or update existing records on the database. This type of window is displayed after clicking Open Buttons on **Row Action Bars**.

In some modules, either of type of Record Window may also be accessed via **Record Links**, or **Menu Bar** items.

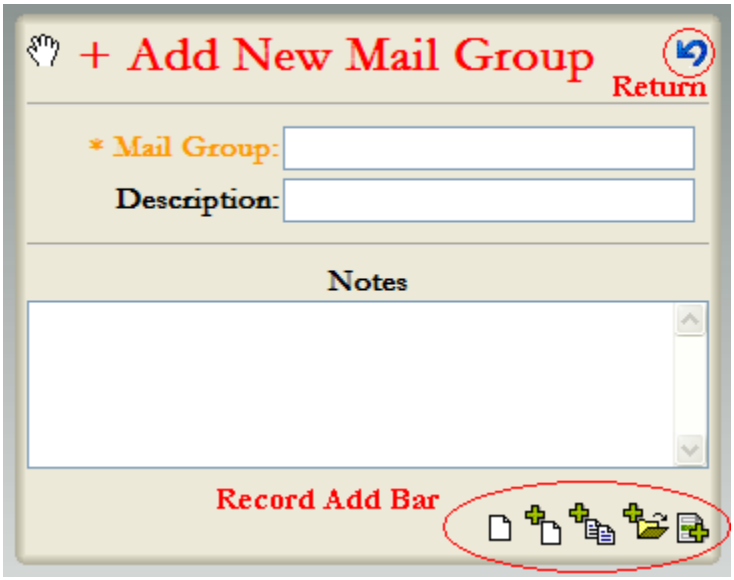
The following screenshot show an example of a typical Add Record Window.



Return – The "Return" button is found in most Record Windows. It sends the user back to the page from which they accessed this window. Generally, this is the Table Window for this record type. Sometimes, this button will return the user to a source **Record Link**.

COLD MOON 1 Records

Add Record Windows



New – This button opens a blank Add Record Window. This will empty or set all fields to their default values.

Add...Add More – This combo button inserts the record into the database and then opens a new Add Record Window.

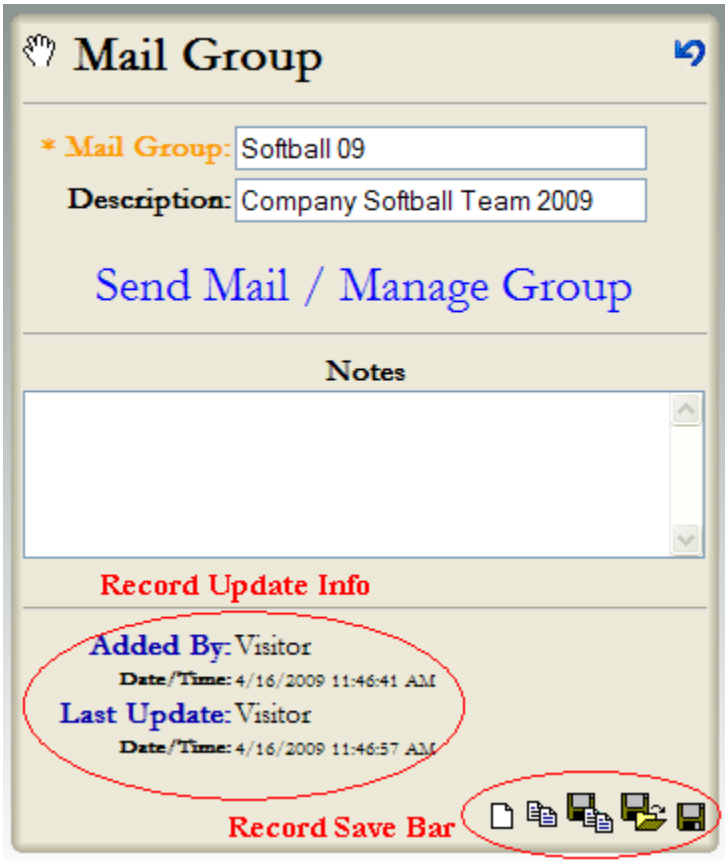
Add...Copy – This combo button inserts the record into the database and then opens a new Add Record Window with all the field values copied from this record.

Add...Keep Open – This combo button inserts the record into the database and then opens the newly added record rather than returning to a previous Table Window or Record Window. This is useful in many circumstances such as when a record must be added first before adding subsequent "child records" on a **Table Tree**, or must be added before other records accessed via **Record Links**. This can also be used for situations where only "server-side" data processing can set certain values on the record. Regardless of the reason, this button prevents the user from having to add and then immediately re-open a record for any reason.

Add – This button inserts the record and then return to the page from which the Record Window was accessed.

COLD MOON 1 Records

Open Record Windows



New – This button opens a blank **Add Record Window**.

Copy – This button makes a copy of the record (refer to **Add Record Window**).

Save…Copy – This combo button updates the record on the database and then makes a copy of it (refer to **Add Record Window**).

Save…Keep Open – This combo button updates the record and keeps it open rather than returning to a previous page. It is used for such reasons as described for "Add…Keep Open" buttons on **Add Record Windows**.

Save – This button updates the record and then return to the page from which the Record Window was accessed.

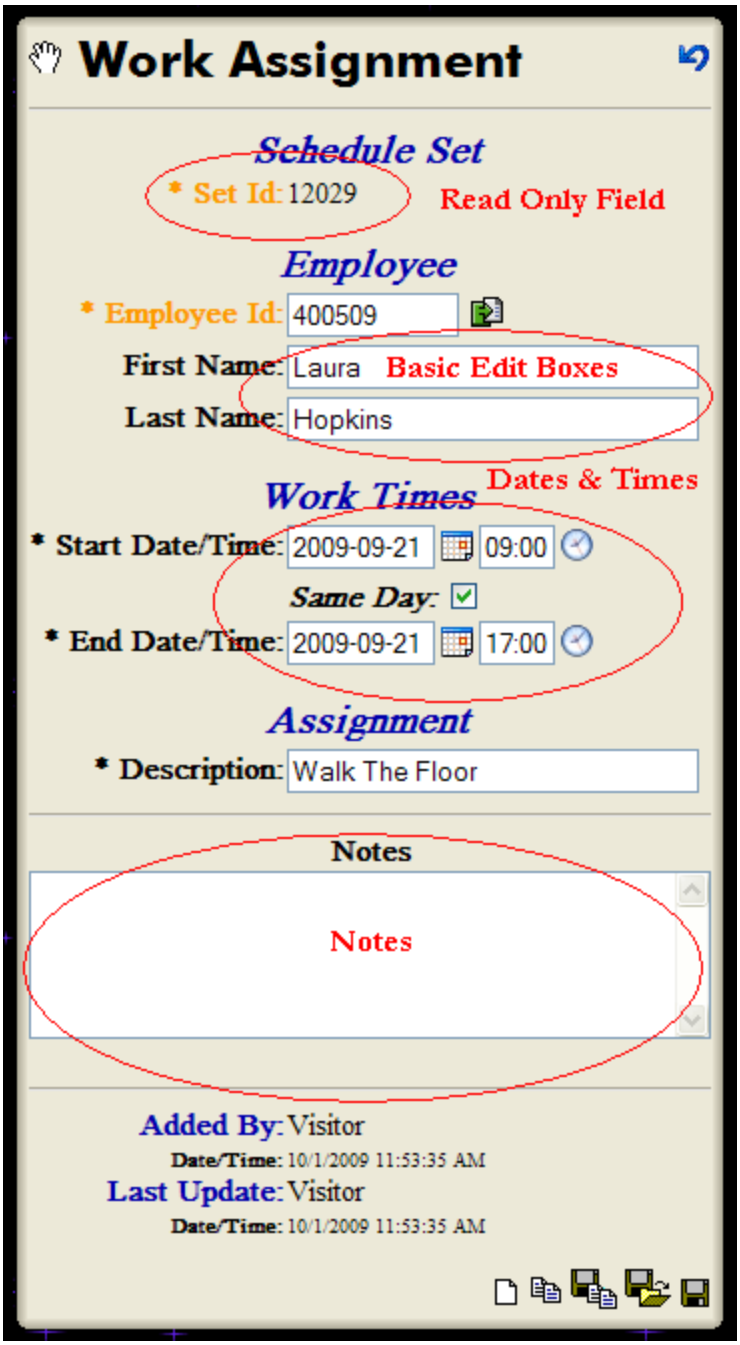
Record Update Info

Most Open Record Windows display "Record Update Info". This reveals when the record was first created, which user created it, when the record was last updated, and which user performed this update.

COLD MOON 1 Records

Field Input Controls

Record Windows may contain a variety of input controls that allow the user to view or edit field values. The following is a list of the input control types supported by CM1 and instructions for their use.

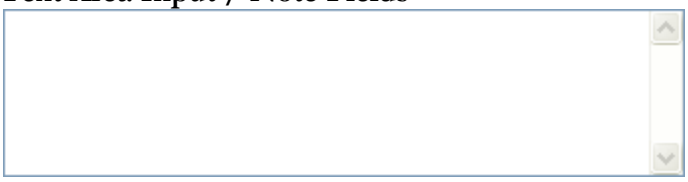


COLD MOON 1 Records

Edit Box Input

"Edit Box Input" controls except open ended values directly typed into them. Depending upon the field, various restrictions and modifications will be applied to the input. Edit box field values have length limits between 1 and 255 characters. Some edit boxes will only accept letters, some only letters or numbers, some only decimal numbers, others only natural counting numbers, ect.

Text Area Input / Note Fields

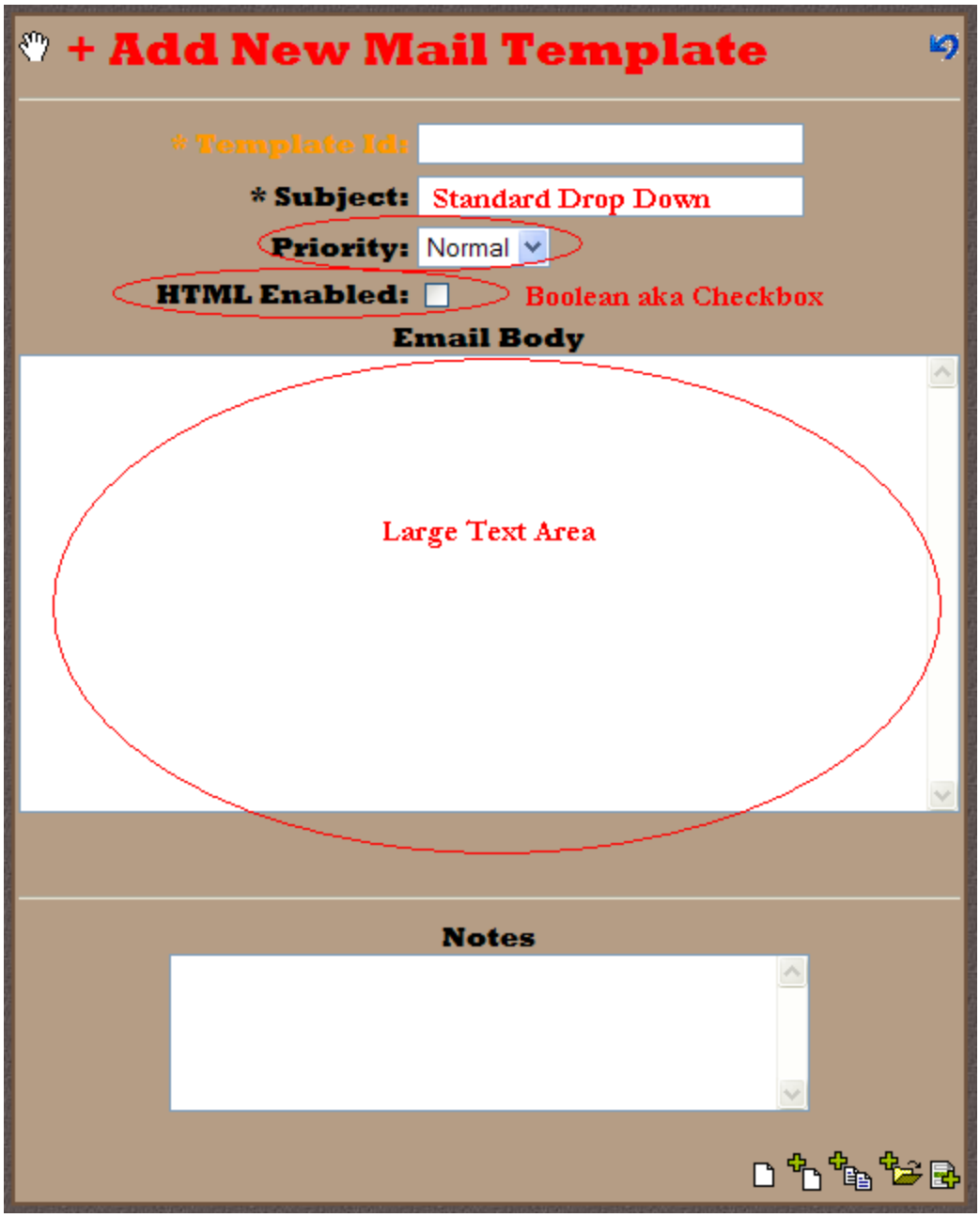


Most records have "Note Fields" that use "Text Area Input" controls to accept open ended text of any length and any content. Note Fields provide the ability to append any extra information pertaining to the record. Other Text Area Input controls, labeled for more specific content, may also be found on a record.

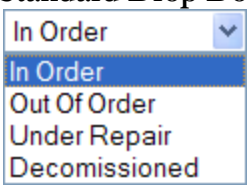
Boolean (aka Checkbox) Input

"Boolean (aka Checkbox) Input" controls are simple on/off switches. Click on them to add or remove the checkmark, denoting either true/yes/on or false/no/off.

COLD MOON 1 Records

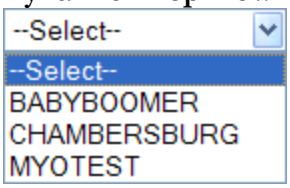


Standard Drop Down Input



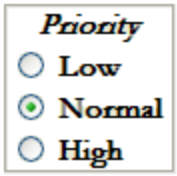
"Standard Drop Down Input" controls contain hard-coded lists of values to select from using "Translation Tables". Translation Tables are designed for rapid data searching and processing, and can even provide color coding output options. The lists in these controls appear the same to all users, all of the time. A "None" value (not pictured) is sometimes included, which provides the option to not specify a value for the field.

Dynamic Drop Down Input



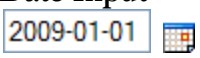
"Dynamic Drop Down Input" controls contain lists of values which can change in real-time based on current database values. These list values may be determined by complex sets of logic, taking such things into account as the current user's access or the current "status" of potential list items. Unlike regular Drop Down Input, these controls rely on the literal values stored in the database, and do not use translation tables. As such, they do not have color coding capabilities. Again, a "None" value (not pictured) is sometimes included in the list providing the option to not specify a value for the field.

Radio Button Input



"Radio Button Input" controls contain hard-coded lists of values to select from using "Translation Tables". They are interchangeable with "Standard Drop Down Input" controls, but are displayed in various arrangements of rows and columns. Only one value can be selected from a group of radio buttons.

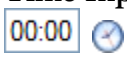
Date Input



"Date Input" controls have two means of specifying input. The user can either type a date in an edit box or click on a calendar icon to its right to use a graphical input control. The graphical control will allow you to skip through "pages" of calendars then select a date by clicking on a square.

When typing date input, the standard format is 4 digit year –2 digit month–2 digit day (or YYYY-MM-DD). However, 2 digit years,1 digit months, and 1 digit days may also be used such as: YY-M-D, YY-MM-D, or YYYY-M-DD, ect.

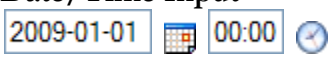
Time Input



"Time Input" controls also have two means of specifying input. The user can either type a time in the edit box or click on the clock icon to its right to use an expanded input control. The expanded control consist edit boxes and drop down lists where standard hours, minutes, and an am/pm selection can be used to specify a time.

When typing time input, the format is 24 hour military time as in 2 digit hour–2 minute (or HH-MM). 1 digit hours and 1 digit minutes may also be used such as: H-M, HH-M, or H-MM. 00:00 is Midnight, 12:00 is Noon, 16:00 is 4:00 pm, ect.

Date/Time Input



"Date/Time Input" controls work as a combination of the above, but where a specific date/time is specified rather than a day as a whole or a time that is independent from the date.

Under some circumstances, two "Date Input" or "Date/Time Input" controls will be found together, along with a "Check Box Input" control between them labeled "Same Day". When this checkbox is switched on, the two date values change in unison. When this checkbox is switched off, the dates can be set independently. This is useful in scenarios where the dates are generally the same, but could possibly differ. An example would be where a start date/time and an end date/time field are found for a "task assignment" record. Usually the task is performed in one day, but sometimes it takes longer. Alternatively, the task may span the midnight hour, therefore crossing over to the next date to reach completion.

COLD MOON 1 Records

Additional Field Types

Static Text

Many Record Windows contain "Static Text", i.e. fixed text which cannot be altered by the user. Usually such text is used for labeling groups of input controls. It may also appear, however, to simply provide notes or general information. The text may appear in different colors, sizes, and styles.

Pop-up Link

"Pop-up Links" are clickable text links that open a new browser window and load a web page, generally from an outside source. This can be used, for instance, to link to a customer website or a Google Map with directions to a location, etc. Such links may also be used to open files saved to the file server such as PDFs, spreadsheets, presentations, or even video clips. It is important to note, however, that such files are not stored in the database, and can thus be accessed by anyone over the web. They must therefore contain their own standalone security measure. Files cannot be copied to the server by users. Please consult with the administrator for such actions.

Inline Image

"Inline Images" are photos, or other graphics, that may be placed on a Record Window. They are referred to as "inline" because their positioning is automatically determined by a relative placement to other controls. These images are always the same size, and are thus stretched or shrunken to fit the dimensions. This type of image is ideal for attaching photos of employees or customers to a record. Of note, the actual file is not stored in the database. It is either placed on the file server by the administrator, or stored elsewhere on the web. It is retrieved and displayed using a reference URL, which a user may generally specify via a provided input control.

Graphic Image

"Graphic Images" are similar to inline images, accept that they may be placed anywhere on the window, even over the top of other controls, and can be of any dimension. Either image type may have "dynamic visibility", i.e. be shown or hidden based on complex criteria, but this type is more often used in that way. These graphics allow for creative elements such as displaying an animated arrow, star, or even cartoon character that would appear in the window under special circumstances, like to point out a missing or unusual value on the record.

Graphic Line / Box / Ellipse

"Graphic Lines", "Boxes", and "Ellipses" are similar to "Graphic Images", accept the system itself directly draws them in place. They may be used, for instance, to visually group controls together within a "gray box", or may appear under certain conditions to point out a specific control by surrounding it with a "red circle".

COLD MOON 1 Records

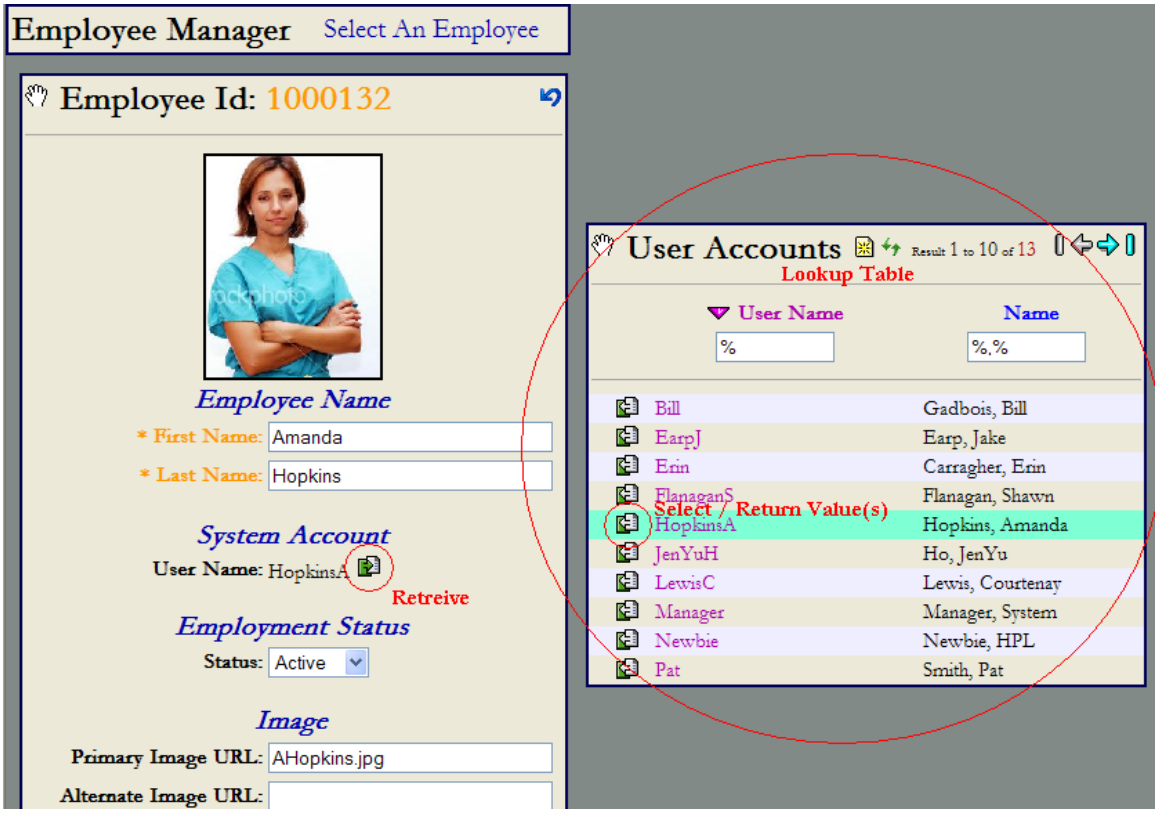
Lookup Tables

"Lookup Tables" are complex input controls with advanced value searching and multi-field input capabilities. Lookup Tables work like Table Windows in that they can be queried for real-time results.

To find specific values the user may enter search criteria, click the Lookup Table's Refresh button, sort or page through the results, and then click the "Select / Return Value(s)" button.

Retrieve – Click this button in a Record Window to toggle the visibility of a Lookup Table that is linked to the field.

Select / Return Value(s) – Click this button on a Lookup Table row to return the field value (or set of field values) to the record.



More than one field may be linked to a Lookup Table, including "hidden fields". Selecting a row from a Lookup Table may change several fields at once, without actually updating the record on the database. Any control can be used to dictate the value of other fields, but such data validation is normally performed at the time of a record insert/update. When a record linked to a Lookup Table is opened for editing the values may optionally be referenced automatically for real-time validity.

COLD MOON 1 Records

Record Links

"Record Links" are navigation connections joining records (or groups of records) to each other. These links often make it faster and easier for the user to locate specific records. They can also provide a security system for some records by forcing the user to have access to a "source record" first.

Often Record Links are used with **Table Trees**, but they do not have to be. These links connect to records on other tables that share key field values. If multiple records are found in a joined table, clicking a Record Link will open a Table Window containing them. In circumstances where only one record is to be joined to the source, the link will always open a Record Window directly. If no joined records are present, clicking a Record Link will open an Add New Record Window.

When querying a table after accessing it from a Record Link, certain key search values are usually set automatically and cannot be edited. Likewise, when adding records to a table, such key field values are set automatically and cannot be edited.

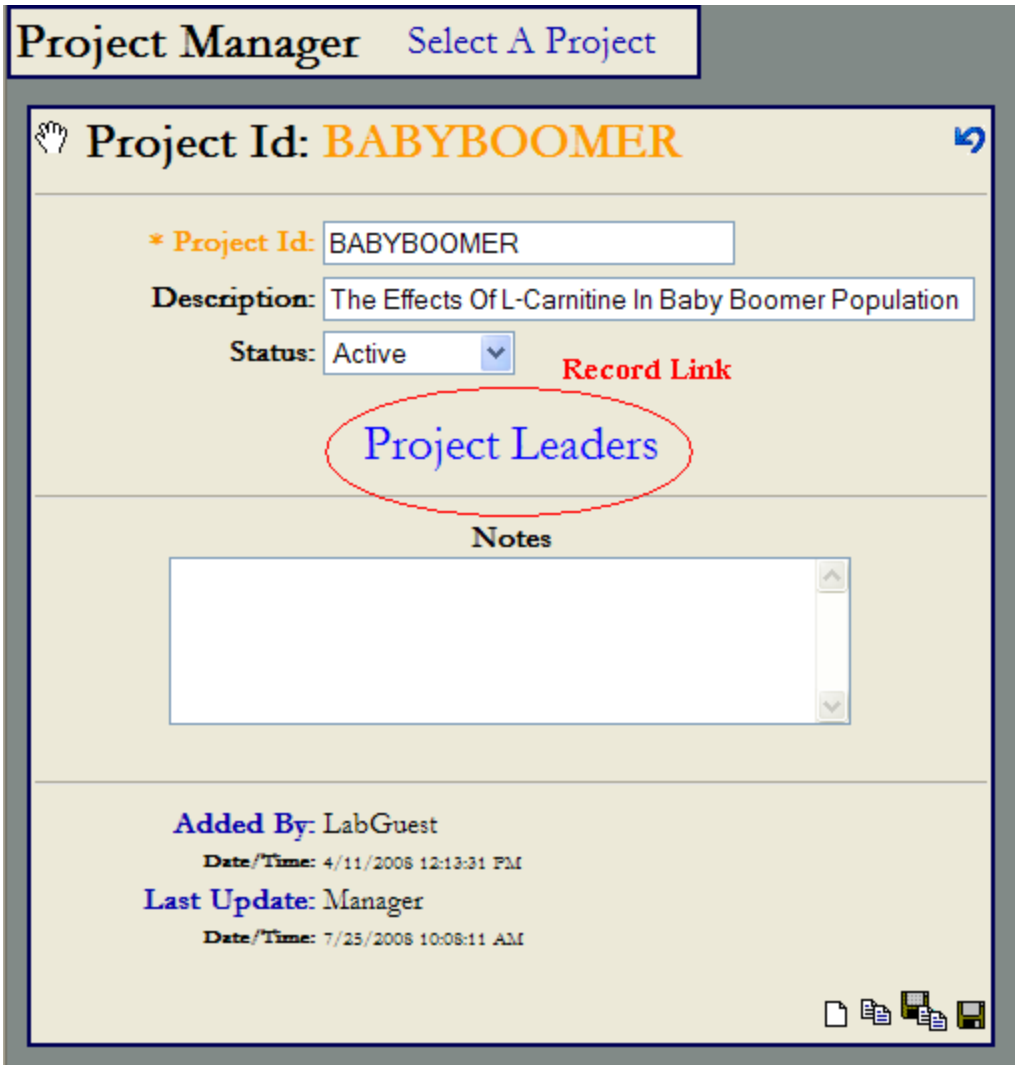
Return buttons found on **Table Action Bars**, and some **Record Windows**, after accessing them from a Record Link will return the user to the "source record".

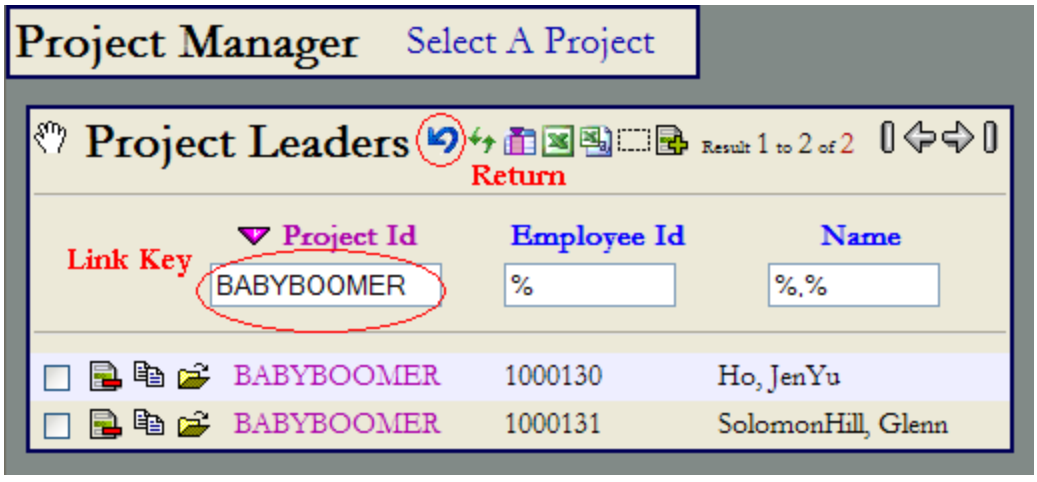
For more information, refer to "Table Links" in the Table Window **Additional Column Types** section. Table Links and "Record Links" are nearly identical CM1 components.

The following page offers a visual accompaniment to this description.

COLD MOON 1 Records

The following screenshots depict an example of a Record Link and the results displayed from a joined table after clicking on this link.





COLD MOON 1 Additional Topics

Encryption Services

CM1 systems use a third-party encryption service (in conjunction with internal mechanisms) to protect against interceptions of "Tier 2" and "Tier 3" communications by hackers (refer to **System Architecture**). There are multiple ways to verify that this service is actively functioning. The first way is to ensure that the web address of the page you are viewing is prefixed with "https" instead of "http". The "s" at the end stands for "secure". The second way is to double-click on the "GoDaddy Secure Web Site" icon that appears on the Log In Screen (refer to **Logging In**). This will display information about the domain's security certificate and its status. The third way to verify this protection is to click on the "Security Report" icon (which looks like a lock) that appears to the right of the address bar (refer to **Logging In**). This will provide even more security status information.

If any of these security checks fail:

- **Do not use the system!**
- **Alert other users of the problem.**
- **Contact your System Administrator immediately.**

Table Trees

CM1 can perform actions with many records on different tables at the same time. "Table Trees" are collections of tables which the system "links together" based on key field values. This allows hierarchies of tables to be defined with parent / child relationships.

The most frequent use for Table Trees appears in conjunction with **Record Links**. Record Links are navigation connections joining records (or groups of records) to each other. These links often make it faster and easier for the user to locate specific records. They can also provide a security system for the child records by forcing the user to have access to parent first.

Table Trees allow the user to delete a parent record and have all its child records be automatically deleted with it. These child records may also have their own child records to be automatically deleted, and so on.

Parent records can also change the values on child records if key fields are "linked". Alternatively, parent records can copy field values automatically when creating child records, but then remained "unlinked" by theses keys if desired. This relationship is defined by the situation.

COLD MOON 1 Additional Topics

Mailing Trees

As stated in the previous section, "Table Trees" are collections of tables which the system "links together" based on key field values. This allows hierarchies of tables to be defined with parent / child relationships.

"Mailing Trees" are special Table Trees that provide mass mailing capabilities using such a linked table hierarchy. This allows for such scenarios as clicking a single "Send Mail" button (refer to **Row Action Bars**) to send auto-generated emails to everyone in a particular department, or everyone who is working on a particular project, ect. A template, which can be edited by some users via the "Email Templates" module, will be used to personalize the messages, so each recipient will be presented with only the information which directly pertains to them.

As of version 1.1A, instead of sending multiple emails to the same person in a mailing tree, a collection of separate messages may now be automatically consolidated into a single email. This works through the use of "Embedded Dynamic Tables", which provide "information lists", integrating the details from the pertinent records in the tree. Please consult with your system administrator if you need more information on setting up this new mailing feature.

COLD MOON 1 Troubleshooting

Log In Problems

Problem: "When I tried to log in, I kept getting an "INVALID ENTRY!" error message."

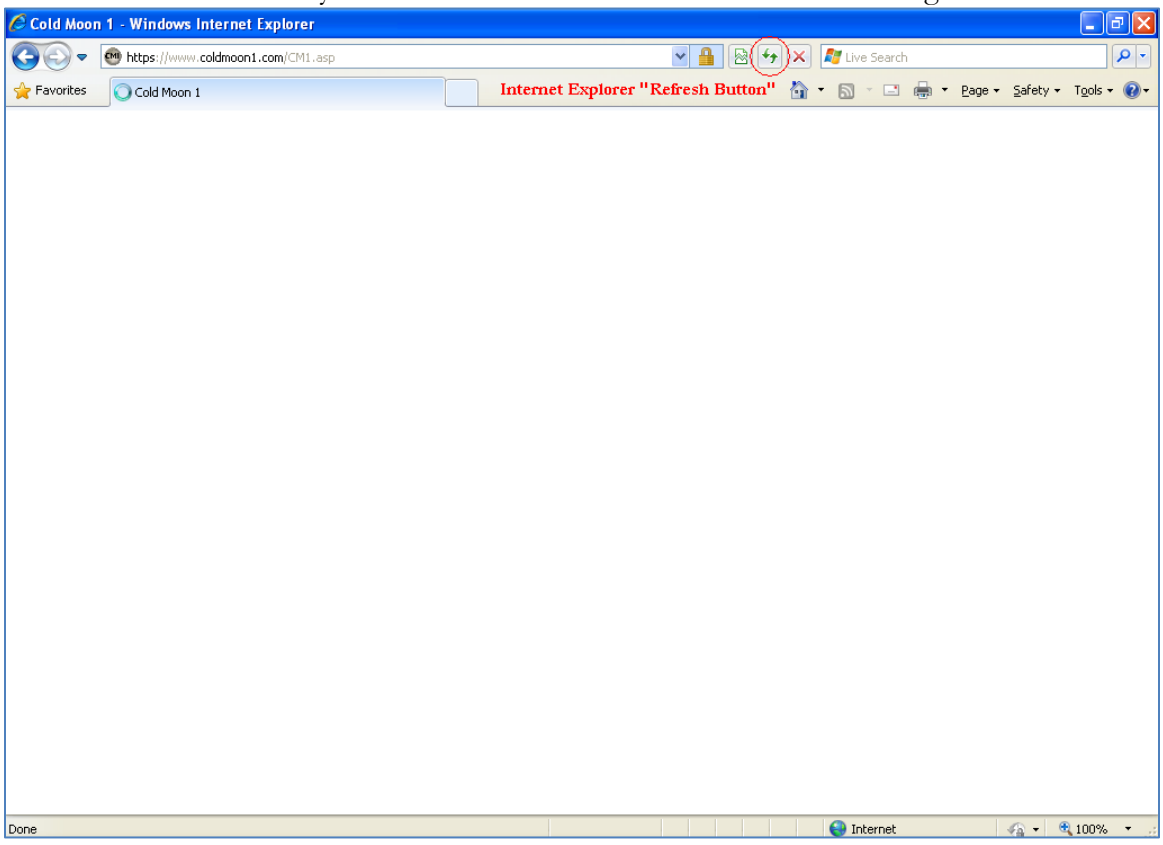
Solution: Make sure you are using a valid user name and password. Note that the password is "case sensitive". Make sure "caps lock" is off. If you still can't log in, contact your system administrator.

Problem: "When I tried to log in, I got an error message the read "Internal Log In Key Expired!"

Solution: As an additional security measure, CM1 generates a key on the "Log In Screen" that must be passed in behind the scenes in order to log in. If this key is not used within a certain time frame (which is system dependant) it expires. Generally, when this occurs it is because the "Log In Screen" has been left idle for too long. Simply try to log in again.

Problem: "When I tried to log in, the entire screen turned white and failed to display anything."

Solution: Some minor glitch occurred. Just click on the Internet Explorer "Refresh Button" and the system should reload. Please refer to the following screen shot.

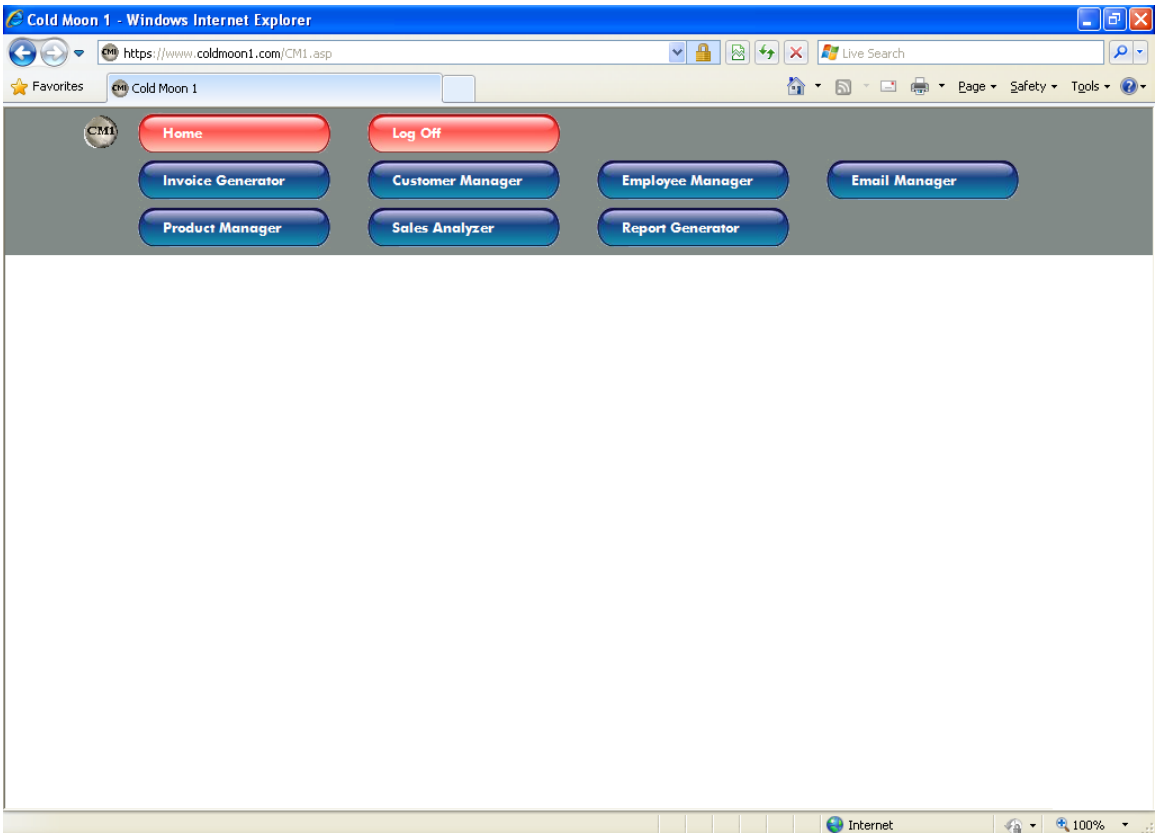


COLD MOON 1 Troubleshooting

Module Problems

Problem: "The Workspace Frame suddenly turned white when I tried to do something. The Module Menu on the top, however, was still displayed."

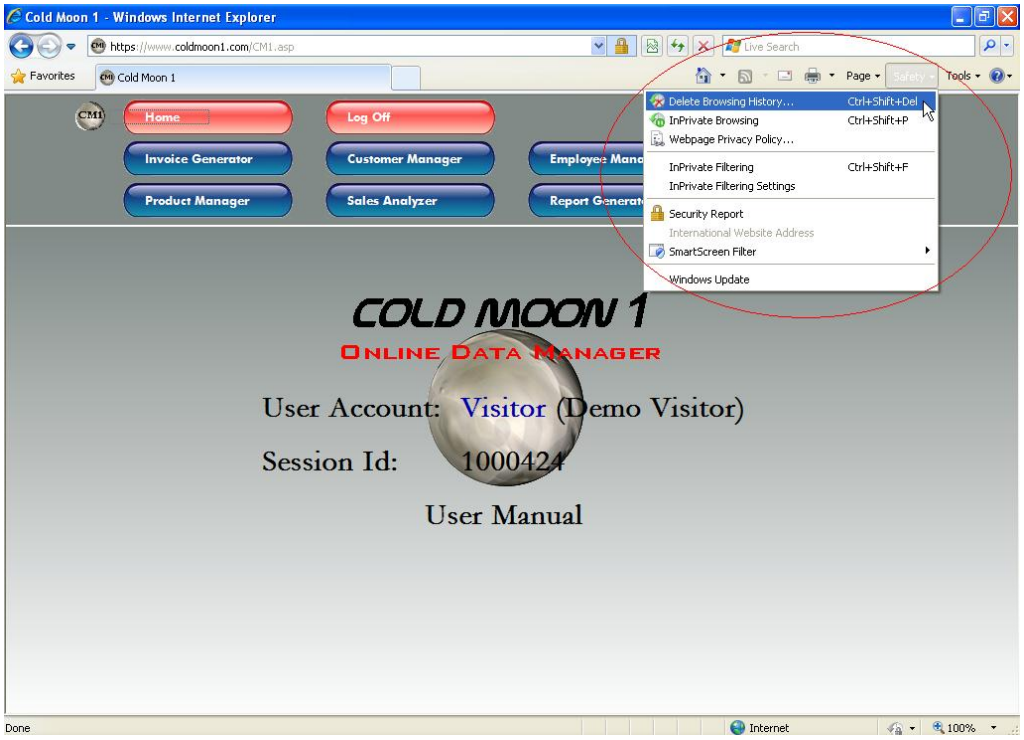
Solution: The module crashed. Click on the Module Menu button to re-open this module. Try to perform the same action again. If you experience the crash again, click on the "Home" button in the Module Menu (refer to **Viewing The "Home" Module**). Take note of the "Session Id" and the time. Send an email to your system administrator describing the crash and what lead up to it in clear and precise terms. Try to include as much detail as possible. Be sure to include the "Session Id" and the approximate time of the crash. The administrator can use this information to trace through the "System Log".

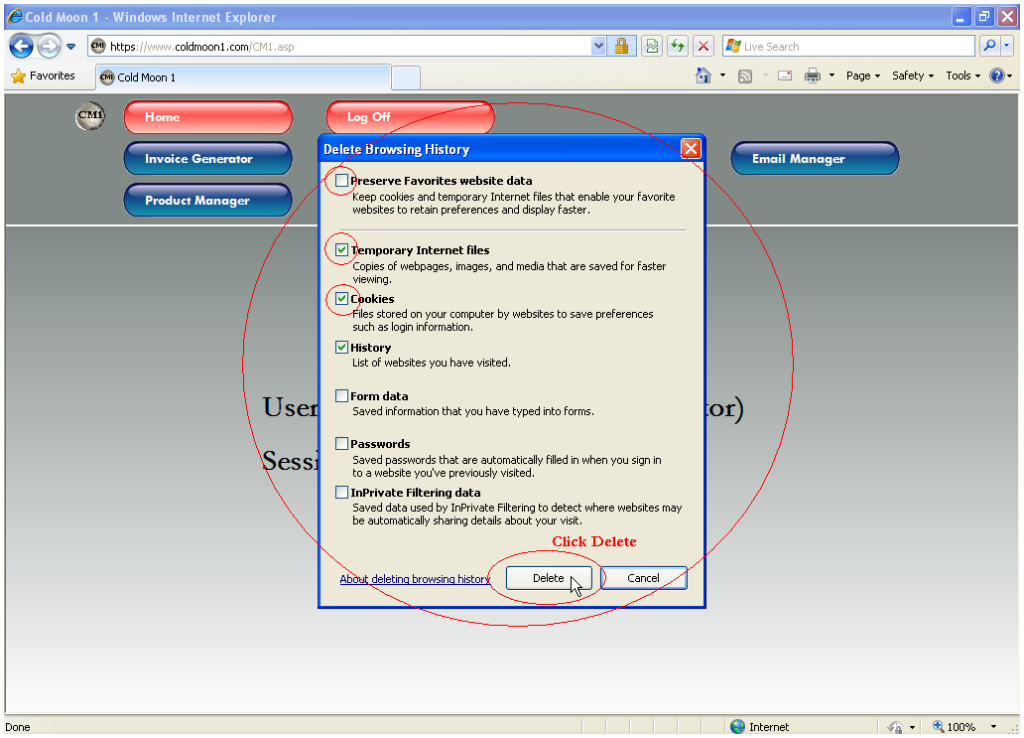


COLD MOON 1 Troubleshooting

Problem: "When I open a particular Module there is weird looking window in the upper left corner resting over the Menu Bar."

Solution: This module has been changed, but Internet Explorer has part of it still saved in cache memory. You need to delete your "Temporary Internet Files".




Cold Moon 1 - Windows Internet Explorer
https://www.coldmoon1.com/CM1.asp
Favorites
Cold Moon 1
Live Search
Page
Safety
Tools
Home
Log Off
Invoice Generator
Product Manager
Email Manager
Delete Browsing History
Preserve Favorites website data
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.
Temporary Internet files
Copies of webpages, images, and media that are saved for faster viewing.
Cookies
Files stored on your computer by websites to save preferences such as login information.
History
List of websites you have visited.
Form data
Saved information that you have typed into forms.
Passwords
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
InPrivate Filtering data
Saved data used by InPrivate Filtering to detect where websites may be automatically sharing details about your visit.
Click Delete
About deleting browsing history
Delete
Cancel
Done
Internet
100%

COLD MOON 1 Troubleshooting

Problem: "When I tried to use Excel Output for the first time, no worksheet was displayed."

Solution: You must install an Internet Explorer Add-On. Refer to **Installing The "Excel Add-On"**.

Problem: "When I use Excel Output, there are no Column Headings."

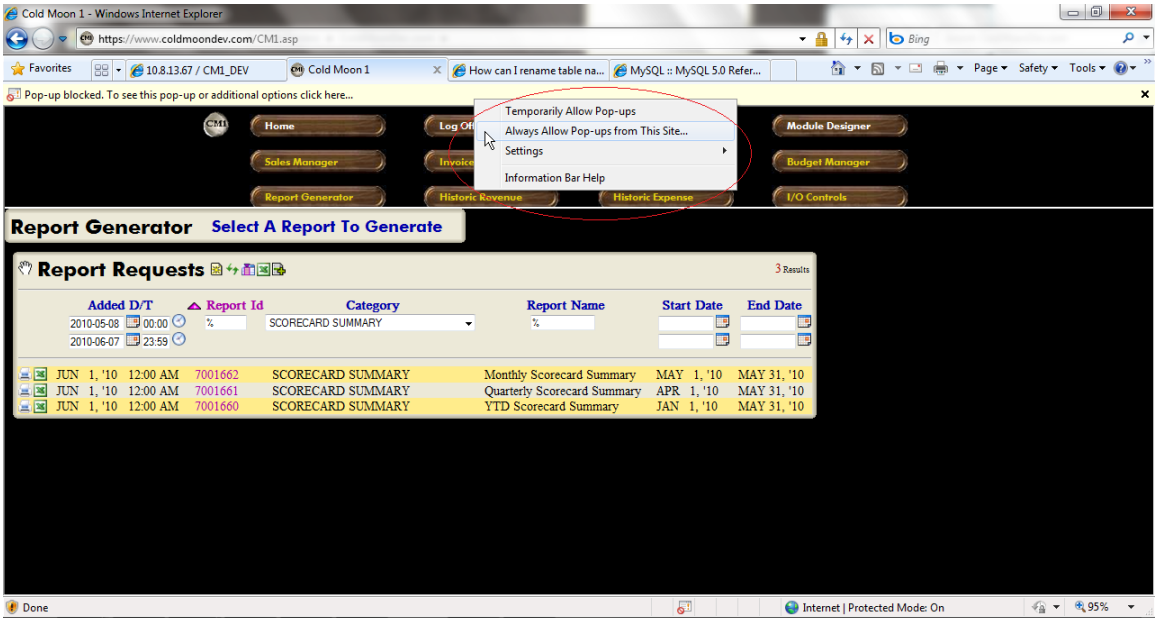
Solution: The headings are actually "hidden". The text is white and the cell background color is white. This happens with older versions of Excel, which does not support the standard CM1 method for cell background coloring. Inform your system administrator of the problem. They can add a "switch" to the system that will allow select users to use an alternative Excel color scheme.

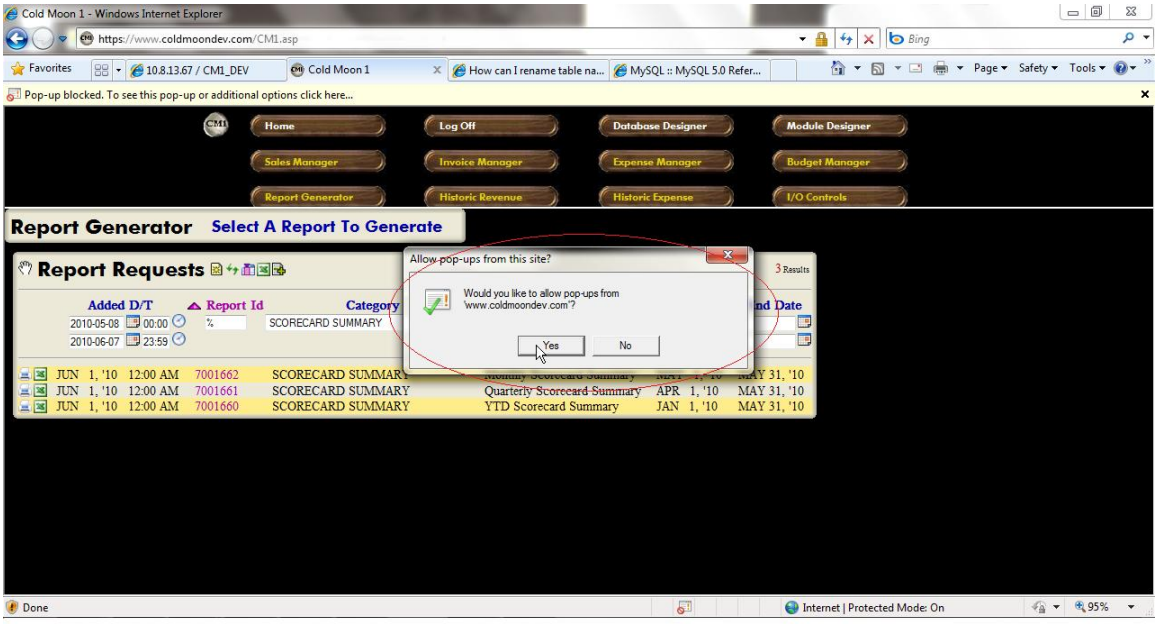
COLD MOON 1 Troubleshooting

Printing Problems

Problem: "When I tried to generate a report, or invoice, or receipt, etc. The screen refreshed, but nothing happened."

Solution: Pop-ups are likely being blocked. If you look closely, a warning bar has appeared at the top of the browser. Click on this, then select "Always Allow Pop-Ups From This Site", then click "Yes" on the verification window that appears.

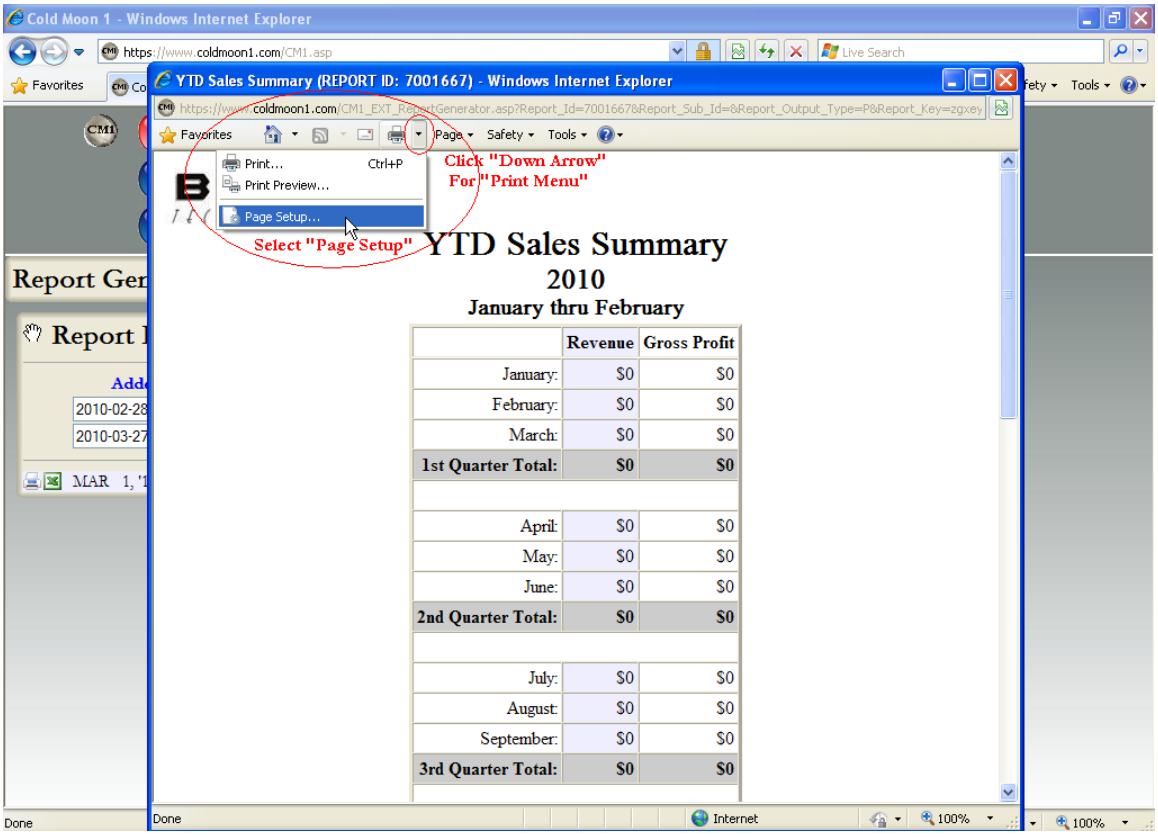

Cold Moon 1 - Windows Internet Explorer
https://www.coldmoondev.com/CM1.asp
Pop-up blocked. To see this pop-up or additional options click here...
Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
Information Bar Help
Home
Log Off
Module Designer
Sales Manager
Budget Manager
Report Generator
Historic Revenue
Historic Expense
I/O Controls
Report Generator
Select A Report To Generate
Report Requests
Added D/T
Report Id
Category
Report Name
Start Date
End Date
SCORECARD SUMMARY
JUN 1, '10 12:00 AM 7001662 SCORECARD SUMMARY Monthly Scorecard Summary MAY 1, '10 MAY 31, '10
JUN 1, '10 12:00 AM 7001661 SCORECARD SUMMARY Quarterly Scorecard Summary APR 1, '10 MAY 31, '10
JUN 1, '10 12:00 AM 7001660 SCORECARD SUMMARY YTD Scorecard Summary JAN 1, '10 MAY 31, '10
Done
Internet | Protected Mode: On
95%



COLD MOON 1 Troubleshooting

Opening Page Setup

Most Printing Problems are solved through "Page Setup", which will be referred to in the following pages. To access this, you must click on the "down arrow" next to the printer icon in the toolbar that is displayed in the browser window when a report is generated. Please refer to the following screenshot of a pop-up report.

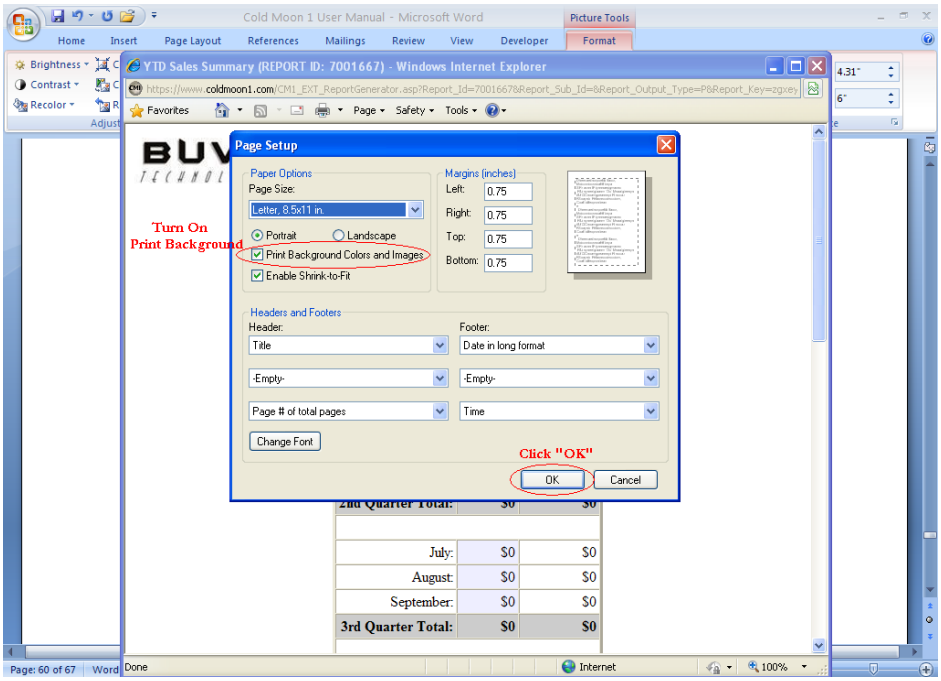


COLD MOON 1 Troubleshooting

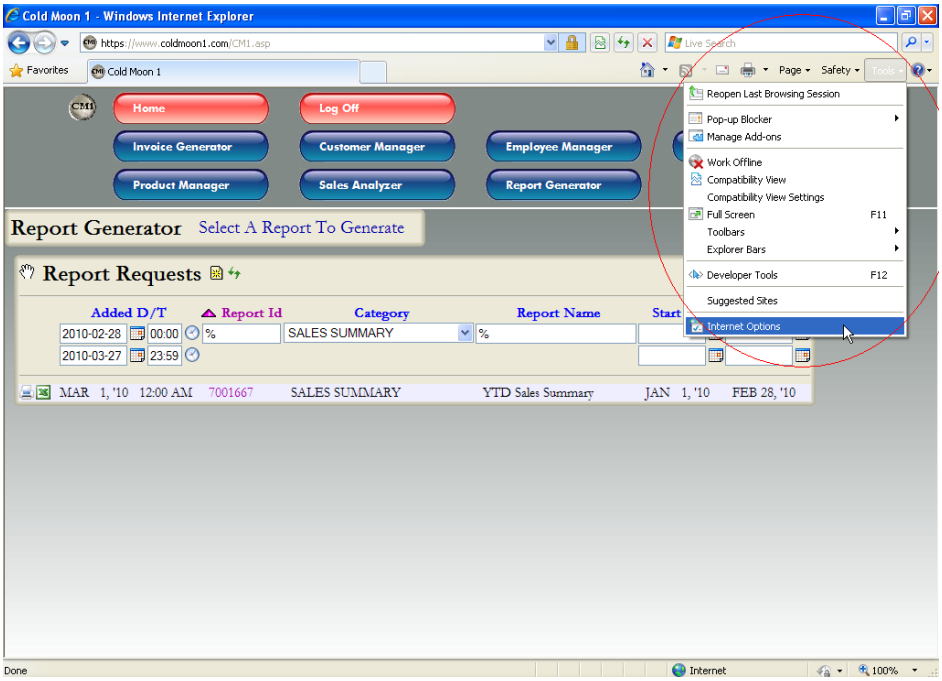
Problem: "When I print a report, or invoice, or receipt, etc. The colors are not the same on paper as they are on the screen."

Solution: You need to turn on the option to "Print Background Colors". There are two places you may need to do this. Please refer to the following screenshots.

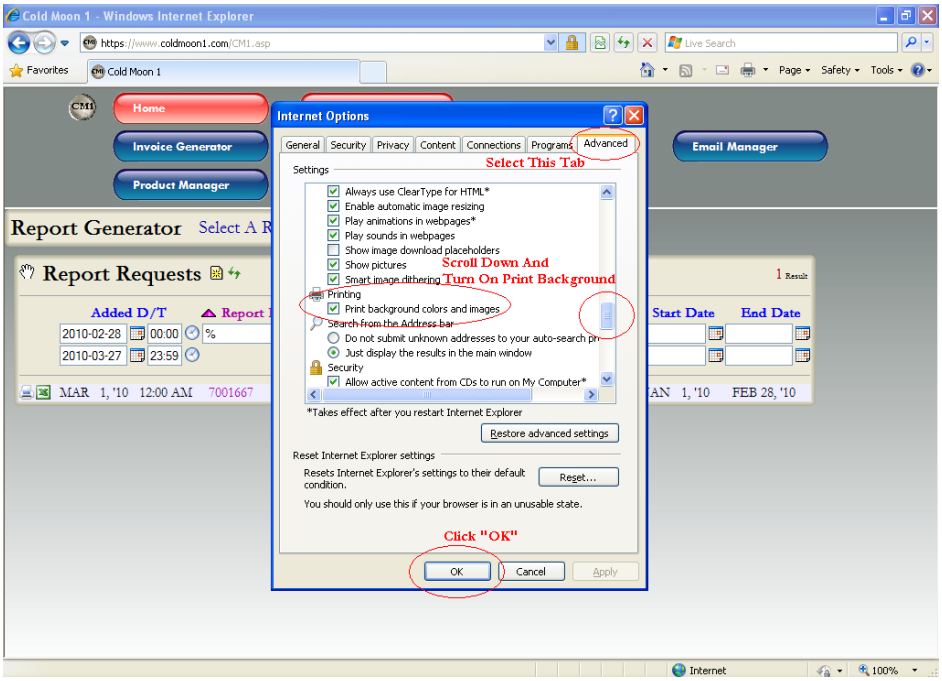
"Print Background Colors" switch in Page Setup (refer to **Opening Page Setup**):



Secondary "Print Background Colors" switch (in "Internet Options"):



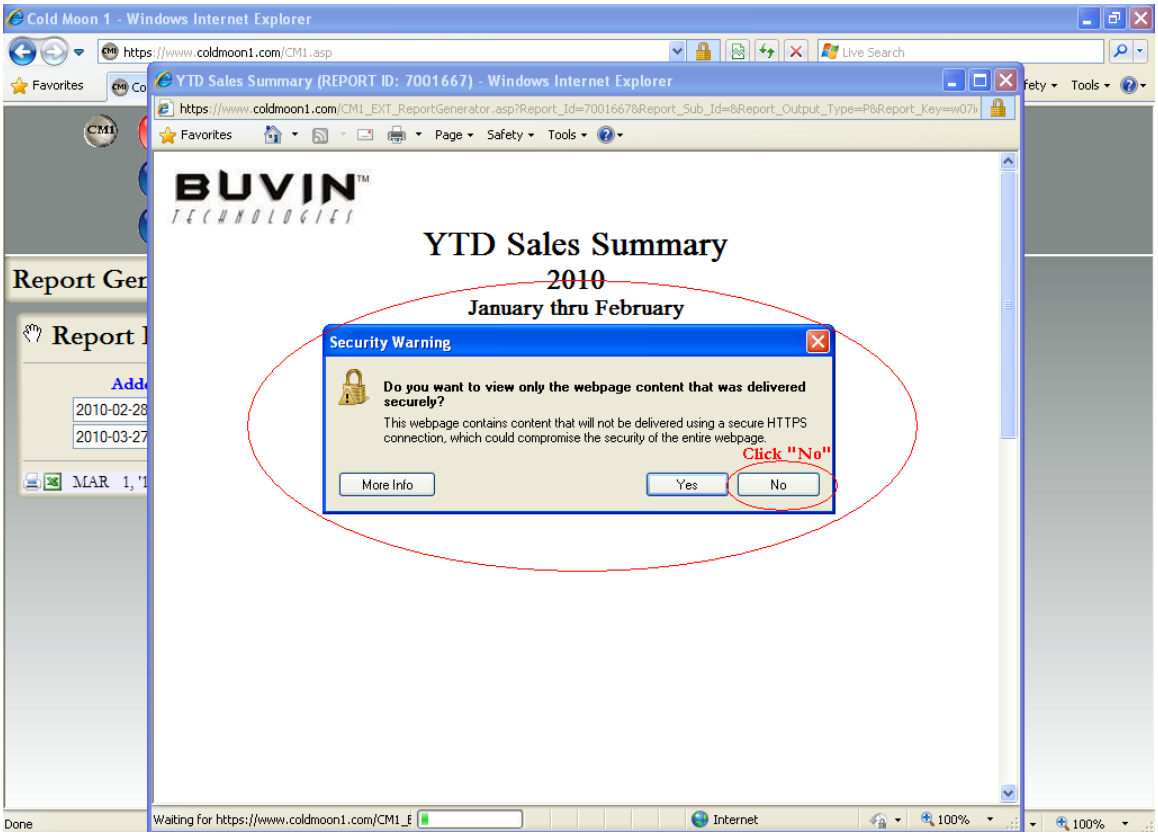
Click on the "Advanced" tab.



COLD MOON 1 Troubleshooting

Problem: "When I generate some reports, a Security Warning pops up."

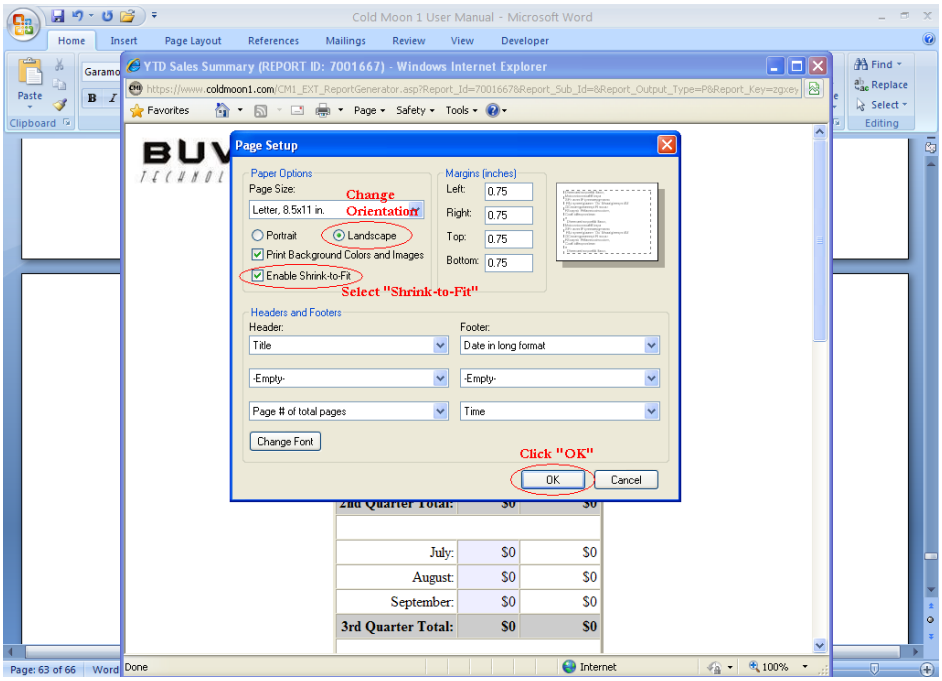
Solution: Reports that contain graphs and charts trigger this warning. You can ignore it. Click the "No" button, meaning you want to view all contents. This will not create a security breach despite what the message warns. If you click "Yes" the graphs and charts will fail to be displayed.


Cold Moon 1 - Windows Internet Explorer
YTD Sales Summary (REPORT ID: 7001667) - Windows Internet Explorer
BUVIN TECHNOLOGIES
YTD Sales Summary
2010
January thru February
Security Warning
Do you want to view only the webpage content that was delivered securely?
This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.
Click "No"
More Info
Yes
No

COLD MOON 1 Troubleshooting

Problem: "When I print a report, or invoice, or receipt, etc. the printout is very condensed or does not fit on the page."

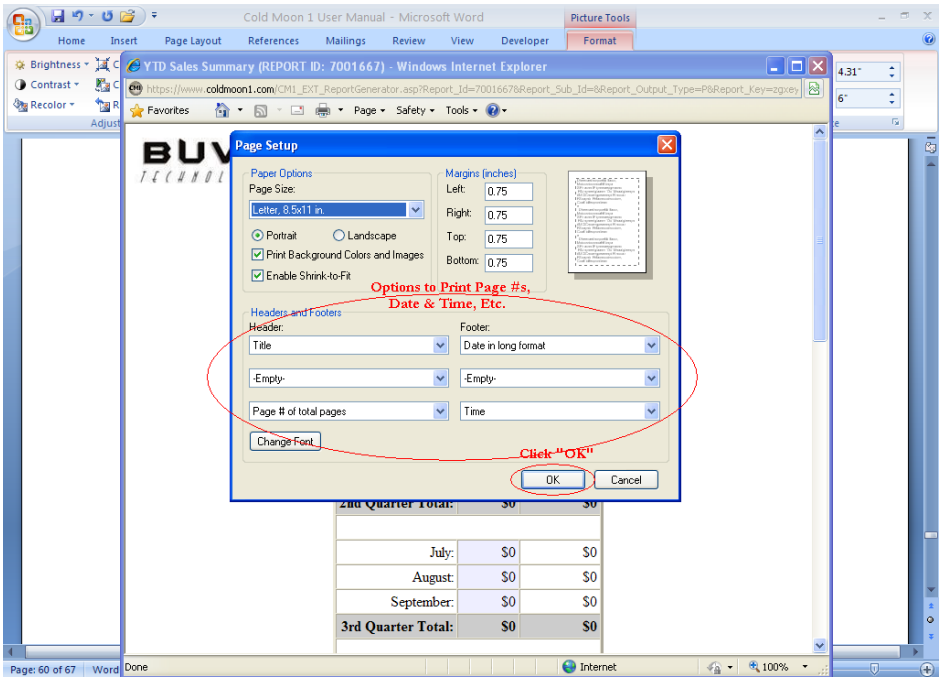
Solution: This output may be intended for "landscape" printing, but you are in "portrait" orientation printing mode. You may also need to enable "Shrink-to-Fit". You may change either of these options using "Page Setup" (refer to **Opening Page Setup**).



COLD MOON 1 Troubleshooting

Problem: "When I print a report, or invoice, or receipt, etc. I want to change the inclusion or placement of some items that are added to the printout such as page numbers or the date & time of printing."

Solution: All these items are controlled through "Page Setup" (refer to **Opening Page Setup**).



COLD MOON 1 Release Notes

"Major End-User Enhancements" are listed here by release.
Minor enhancements, patches, and developer-end only enhancements are not included.

VERSION 1.1

1.1 A Response Buffering (w/ Adjustable Buffer Size In "System Settings")

(Enabled Unlimited Responses & Improved Speed)

Adjustable Max Processing Time (In "System Settings")

(Enabled "Long Processes")

"Show All / Paginated Results" Table Window Button

Popup Reports (or Receipts, Tickets, etc.) Inside Modules

"Group Op Emailing" Template Selections In Drop Down Lists
"Auto Combined" Emails Thru "Linked Table Trees"
"Embedded Dynamic Tables" In Emails
"Linked / Unlinked" Dual Date Controls

1.1 B Internet Explorer 8.0 Compatibility

Processing Times Logging & Overlaid Display On/Off Switch In "System Settings"
Improved System Log Indexing (Improved Speed)

1.1 C "Virtual Database Mapping" Mode

"Advanced Search Windows"

(w/ "Saved Searches" & "Dynamic Variables")

1.1 D Report Chaining & Combos w/ "Component Maps"

Real-Time Charts & Graphs Generation

1-D Excel Reports "Fed By" 2-D Source Reports

2-D Source Reports w/ Visible/Hidden & Editable/Fixed Data Options
Advanced 1-D Excel Report Cell Formatting

1.1 E IIS 7.0 & MySQL 5.0 Compatibility

Option To Include "None" Selection In Drop Down Lists
New Wildcard - (Dash) = "None"
Warnings To Prevent Unauthorized Actions Like "Back Button"

COLD MOON 1 Release Notes

VERSION 1.2

1.2 A New Table Window Column Types:

- Text Blocks, Text Areas, Images
- Table Links ("Tied To" Record Links)

New Record Window Buttons:

- "Add…Keep Open" & "Save…Keep Open"

Record Change Detection & Prompts:

- "Abandon Changes?" Warning On Return Buttons
- "Save Changes?" Prompt / Action On Record Links

Table Window Rows Vertical Alignment Adjustability

1.2 B "Wide Record Windows"

(i.e. Windows w/ "Side-To-Side Control Arrangements")

New "Record Window" Row Types:

- Radio Buttons (Tied To Translation Tables)
- Graphic Overlays w/ "Dynamic Visibility": Images, Lines/Boxes/Elipses

Improved Security

- Internal Navigation Security Enhancements
- Random "Log In Keys" Passed In From "Log In Screen"
- "Failed Log In Attempts" Limit
  w/ Timed Delay, Email Alerts, & Other "System Options" Settings

"Action Messages" (Overlaid / Disappearing Messages)
w/ On/Off Switch In "System Settings"

Auto Scrolling To Highlighted Rows
w/ On/Off Switch In "System Settings"

New "System Themes" Options

- "Round Edges" & "Custom Edges" For Windows

- "Action Messages" Font, Size, And Color Settings

"Table Window Page Rows" Added To "System Settings"
(Moved From "System Themes" & No Longer Screen Size Dependant)

New "Test" Function In "Advanced Search Windows"

1.2 C Pop3 Mail Server Integration

Communications "Light Mod Package" (Part 1)

- "Email History" & "Email Templates" Mods Replace "Email Manager"
- "Discussion Board" Mod

Numerous Development Tool Enhancements

COLD MOON 1 Release Notes

VERSION 1.5

1.5 A ***** IE Mobile Compatibility *****

Structured "Gateways" (Import/Export Mechanism)

w/ "Integration Manager" Control Module

New "Record Window" Row Type:

- Custom Push Buttons

Structured "Pop-Up Process" Mechanism

COLD MOON™

SOFTWARE SYSTEMS

For More Information Visit:

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